

PERMITTING OUTREACH MEETING DISCUSSION SUMMARY

MEETING DATE OCTOBER 2, 2009

Staff in attendance, including presenters:

Gary W. Hessong, Division Director, DPDR

Betsy Smith, Deputy Director, DPDR

Sharon Goetz, Manager of Permitting Services, Permits & Inspections

Diedre Moltere, R.S., Supervisor, FCHD Food Control Office

Karen Amoss, Office Supervisor, Environmental Health Services

Terry May, Utility Support Tech., DUSWM

Kenneth Carter, Pre-Treatment Compliance Specialist, DUSWM

Justin Horman, Zoning Planner, Development Review

John Picco, Chief, Plan Review, Permits & Inspections

Ken Compell, Non-Residential Plan Reviewer, Permits & Inspections

Richard Ridgell, Building Safety Plans Reviewer, Office of Life Safety

Rhonda Greenholtz, Dev. Review Technician, Environmental Compliance Section

This Permitting Outreach Meeting was a special meeting with the primary focus of the meeting being the review process for Building Permit applications. Representatives from the majority of the reviewing agencies were in attendance. Each Representative gave a brief overview of their department's scope of review for Residential and/or Non-Residential Building Permit applications, and provided helpful information such as what the Applicant can do that will enable their application to be reviewed as quickly as possible.

Informational handouts that were distributed follow this summary, as well as some additional information. There was a great deal of information presented by the Representatives; just an overview for each is included in this discussion summary. Contact information for each Representative is listed, and it is suggested that those with specific questions or comments contact them directly.

Environmental Compliance Section (ECS), Rhonda Greenholtz, 301-600-1132

The Environmental Compliance Section (ECS) conducts inspection and enforcement actions related to maintaining compliance to state mandated sediment control, stormwater management, and forest resource code requirements. ECS also processes the necessary legal agreements, surety documents and permit applications as related to the requirements.

ECS reviews residential and nonresidential Building Permit applications. The cut or fill quantities determine whether a minor or major grading permit is required for residential construction. Nonresidential construction requires a major grading permit.

Rhonda relayed that one way to prevent a "Hold" notice for nonresidential Building Permit applications, is to write the major grading permit number on the Building Permit application.

ECS forms are available on the County website at: www.FrederickCountyMD.gov/DPDR; then select "Environmental Compliance Section". Samples included at the end of this summary are:

Attachment #1: SEC Standard Plan Agreement for Minor Residential Grading Only

Attachment #2: SWM Standard Plan Agreement for Minor Residential Stormwater Management

Attachment #3: Earth and Forest Disturbance Application

Zoning Review, Justin Horman, Zoning Planner for DPDR, 301-600-1143

The vast majority of Building Permit applications must be reviewed for County zoning compliance, and this is one of the functions of the Zoning Planner. Justin reviews residential and nonresidential applications. When reviewing residential applications, he looks for compliance with setback requirements, approved easements, FEMA floodplains, wet soils restrictions, and building height restrictions. There are other zoning regulations he must review for also. For instance, if a residential application is for an accessory structure to be built on residentially zoned property, he ensures the size of the proposed structure does not exceed 600 s.f. or 50% of the footprint of the principle dwelling, whichever is greater. When reviewing nonresidential applications, he reviews for APFO and FRO, and ensures that the proposed use meets the approved site plan requirements. Justin also does the site plan compliance field inspection that must be approved prior to issuance of the Certificate of Occupancy for a new nonresidential structure. Aside from Building Permit reviews, Justin also does business license reviews, Zoning Certificate reviews and site plan reviews.

Justin provided a handout that included sections from the County Zoning Ordinance pertaining to residential accessory structures, solar collection systems, solar arrays, and limited wind energy systems; a guide for determining height of a building, Board of Appeals filing procedures, and the process flowchart for a proposed new structure found to be within the floodplain district. The handout follows this discussion summary and is identified as Attachment #4.

Development Review Engineering, Vijay Kapoor, Project Manager II, 301-600-1560

The Development Review Engineering Department is responsible for the review and approval of plans and permits associated with stormwater management, roads, storm drains & grading as well as CIP project coordination and the processing of easements, agreements and other legal documents.

The Department reviews residential and nonresidential Building Permit applications.

Residential applications are reviewed to ensure that the form for single lot residential construction (same form as previously mentioned under ECS, and described as Attachment #4, "SWM Standard Plan Agreement for Minor Residential Stormwater Management" has been submitted if required. The Reviewer ensures that the Standard Plan Agreement can be approved and enters the approval for the review.

Nonresidential applications are reviewed to ensure that Construction Drawings have been signed and approved (site construction drawings, not building structural plans), cost estimates have been approved, and the Stormwater Management Deed of Easement/Maintenance Agreement (SWM DOE/MA) has been approved.

Vijay supplied a checklist that provides basic requirements. The handout follows this discussion summary and is identified as Attachment #5. For further information regarding Development Review Engineering, go to www.FrederickCountyMD.gov\DPDR and select "Development Review Engineering".

Questions were asked about the upcoming changes to the stormwater regulations. Betsy Smith, Deputy Director of DPDR, answered questions, and stated that Development Review must have their draft ordinance into MDE by November 11, 2009. For more details, refer to the website at www.FrederickCountyMD.gov\DPDR and select Development Review Engineering, Outreach. A request was made by an Attendee that a joint Outreach meeting (Permits and Development Review) be held regarding the stormwater regulation changes since there may be significant changes and they would affect Building Permit applicants. It was agreed by Staff that a joint Outreach could be done, probably around the first of the year.

Environmental Health Services, Karen Amoss, Office Supervisor, 301-600-1726

Environmental Health is an approving agency for the majority of Building Permit applications. When an application is for a property served by private well or septic, a Sanitarian visits the site prior to giving approval of the application. A detailed handout was provided explaining procedures and policies for expediting Building Permit approval by Environmental Health. Please see Attachment #6. The current Environmental Health review time for applications is 10 days for a new dwelling and 5 days for residential accessory permits.

Karen shared the importance of supplying telephone numbers and other contact information on the Building Permit application. Also, it is very important that the construction is staked by the time the applicant submits the Building Permit application, because the Sanitarian could possibly visit the site the next day or even the same day it is applied for.

If a plot plan is needed for an application and the property owner does not have a copy of a survey of the property, many times an applicant will inquire at the Health Department to obtain one. There is a request form for this purpose, and it is Attachment #7.

When an application is for reconstruction or replacement of a dwelling served by individual well or septic, more information is required in order to obtain approval. A detailed handout was provided regarding different scenarios for this type of situation, and it is Attachment #8. Also included in the same handout is information pertaining to adding bedrooms to an existing house or adding an in-law suite addition when the property is served by an individual septic system.

FCHD Food Control Office, Diedre Molter, R.S., Supervisor, 301-600-3166

The Food Control Office reviews nonresidential permit applications that involve food service and home occupation permit applications that involve food service. If the establishment is a franchise, the State office will do the review. When a franchise has already received State approval, the application review takes only a few days; if it is new, then the review will take a few weeks.

An attendee asked if there is an approved equipment list on the Health Dept. website. It would not be practical to provide a list on the website because it would be too extensive. Diedre said the equipment

suppliers will assist applicants to ensure approved equipment is used. Equipment needs to be NSF approved. Applicants submit their list of proposed equipment for the Food Service Office for review and approval. The question was asked if an existing kitchen was closed and is now proposed to be re-opened, will it have to be brought up to code and the answer was yes.

Permits and Inspections processes and issues walk-through permits that may involve food service. Walk-through permits typically do not involve construction and are many times for name change only. Even though Walk-through permits are not reviewed by the Health Department, Applicants must still comply with the Health Department regulations! (Note: this is printed on the Applicant's issued Building Permit copy.)

The current booklet, entitled Department of Health and Mental Hygiene, Code of Maryland Regulations 10.15.03, Food Service Facilities, dated February 2008 was provided as a handout and for reference, the cover of the booklet and Diedre's business card are provided as Attachment #9. If you wish to obtain a copy of this booklet, please contact Diedre.

Division of Utilities and Solid Waste Management (DUSWM), Ken Carter, Pre-Treatment Compliance Specialist, 301-600-2511

All Building Permit Applicants for a business that is new, relocating or expanding who are connected to or going to be connected to the Frederick County Sewer System are required under the Frederick County Industrial Waste Ordinance 92-12-047 to provide specific information, therefore, a completed Industrial Waste Survey must be submitted to DUSWM. The purpose of this survey and review is to meet MDE (Maryland Department of the Environment) regulations and protect the County Sewage system.

The review for the Building Permit application can be expedited if the Applicant prints the survey from the DUSWM website and submits it promptly. The survey can also be submitted with the Building Permit application if it is clearly labeled that it is to be forwarded to DUSWM. The Survey can be found online at: www.FrederickCountyMD.gov – Departments – Water, Sewer & Trash – Utilities and Solid Waste Management – Regulatory Compliance – Pretreatment. A Survey form is also included at the end of this Discussion Summary as Attachment #10.

Division of Utilities and Solid Waste Management (DUSWM), Terry May, Utility Support Technician, 301-600-3166

Included in the DUSWM review for Nonresidential Building Permit applications is the initial computation of capacity charges based on plumbing plans and riser diagrams using the fixture unit chart and the capacity adjustment factors as listed in the Water and Sewer Rules and Regulations. One set of plans are required for the review process and are submitted directly to DUSWM, located at 4520 Metropolitan Court, Frederick. The plans are reviewed and charges are calculated. A "hold notice" is sent to the Building Permit Applicant with the amount due indicated. These charges are payable prior to the issuance of the Building Permit, and are paid directly to DUSWM at Metropolitan Court. The current Capacity Charges, Fixture Unit Chart and the Capacity Adjustment Factor Chart, Water & Sewer Capacity Adjustment Factor Worksheet were provided as handouts and follow this discussion summary

as Attachment #11. Also, a map with directions to the Division of utilities and Solid Waste Management follows as Attachment #12.

Residential Building Permit applications are reviewed as well, however, plumbing plans and riser diagrams are not required because the Residential fees are flat rates. The current rates are included in the aforementioned Attachment #11, "Appendix A, Capacity Charges". These charges are commonly called "tap fees".

An attendee asked if it would be possible for payment of tap fees (capacity charges) for new dwellings to be made at the Treasurer's Office at 30 North Market St. This would be convenient, as all other permit fees are paid here. Staff noted that this was discussed in the past; however it has been quite awhile since it was last discussed. In the past, the decision by DUSWM was to continue to have the fees paid at their office. Staff agreed this option should be re-visited.

Plan Review, Ken Compell, Commercial Plan Reviewer, Permits and Inspections, 301-600-1085

The Office of Plan Review performs the review for building code compliance during the permitting process. The construction plans, or blueprints, are examined by technical staff for such items as properly sized lumber and building materials, adequate light and ventilation, energy conservation, required clearances, and egress (safe exit ways). Two sets of construction plans are required for residential applications, and three sets of construction plans are required for nonresidential plans. Ken is a Commercial Plan Reviewer, but also reviews Residential plans as well, depending on the complexity. For the purpose of this meeting, he was speaking mostly on behalf of the Residential review function.

Ken said it is helpful for the Reviewers if all information is provided on the plans so a complete review can be done – don't leave them guessing! Hold notices can usually be prevented if enough information is on the plans and the plans are to scale. Also, if a new building material is being included, let the Reviewer know. Ken noted that for energy and insulation values there are computer programs out there for Applicants to use.

The Plan Review Office has a submittal requirement checklist for most types of residential construction projects (new dwelling, garage, deck, etc.) and the checklist is included in the Building Permit application submittal packet. These plan review checklists follow this discussion summary as Attachment #13.

A chart of timeframes for initial review comments follows this summary as Attachment #14.

Current codes administered can be found on the Permits website at www.FrederickCountyMD.gov/permit and follow this summary as Attachment #15.

Plan Review, John Picco, Chief Plan Reviewer, Permits and Inspections, 301-600-1083

For Nonresidential Building Permit applications, plans are required to be signed and sealed by a Maryland Engineer or Architect. Three sets are needed. It is required to include plumbing, electrical,

and mechanical and a code analysis. One of the main reasons a plan review is put on hold status is because there is not enough information included in the plans!

Existing nonresidential buildings are reviewed under the Existing Building Code, as this is the code the State of Maryland now uses. All nonresidential applications are also reviewed for Accessibility, under the Maryland Accessibility Code. The question was asked what types of plans require an engineer or architect seal and the answer was if the project is beyond the scope of the IRC, this requirement applies. For nonresidential applications, it is very helpful to the Reviewer if the Applicant includes on their application form the last known occupant and use for a tenant space, and past permit information is even more helpful. A question was asked if the Department is looking at 2009 I-codes adoption yet. The State will adopt these January 1, 2010. John said yes, the Department has begun looking over the new code books and the significant changes and will soon begin meeting formally to review. John also shared that he has been told by the State that they will adopt the codes "as is" without amendments, and leave amendments to the individual Counties.

Office of Life Safety (OLS), Richard Ridgell, Building Safety Plans Reviewer, 301-600-1643

The Office of Life Safety administers the Frederick County Fire Code as it relates to the permitting & development review process. The office issues and inspects fire systems permits including suppression and fire alarm systems and reviews life safety requirements for site plans and non-residential building permits.

Richard said that most of the Reviewer's time is spent on nonresidential permit review. The purpose of the Life Safety review is to ensure that the occupants will be safe and to prevent loss of life and property. Reviews and inspections are occupancy driven.

The best way to prevent having a hold placed on the application is to provide plenty of information on the application. Richard stressed the more information the better! There's no such thing as too much information! The following informational handouts follow as Attachment #16: "Office of Life Safety Overview", "General Information regarding the Office of Life Safety for New Dwellings", "Important Notice for Applicants for Building Permits for New Single Family or Two Family Dwellings", "General Information Regarding the Office of Life Safety for Non-Residential Permits", "Knox Box Rapid Entry System", "Speculative Shell/Core Building Sprinkler System Requirements", "Posting Addresses", and "Posting Addresses".

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Please note: This ends the published discussion summary, which may not include all discussion that occurred. It is not intended to be actual minutes of the meeting.

Outreach Meeting Discussion Summary Oct. 2009/sg

Attachment #1
follows this
sheet



**Standard Erosion and Sediment Control Plan For:
Residential Minor Earth Disturbances**

Application No.: _____

Detailed information regarding the Owner, Applicant, Property and Project is stored electronically with Frederick County. Please refer to the above number for all inquiries.

APPLICANT INFORMATION

Last Name First Name MI Phone Tax ID# of Property

PROJECT INFORMATION

Lot Size: _____ Total Disturbed Area (SF): _____ Qty Cut+Fill (CY): _____

LIMITATIONS

A. This standard erosion and sediment control plan may be used instead of a detailed plan for earth disturbances where all of the following conditions are met:

1. No more than 15,000 square feet (20,000 if lot exceeds 2 acres) of earth will be disturbed and no more than 500 cubic yards of cut or fill will occur.
2. No slope steeper than 3 horizontal to 1 vertical (3:1) will be disturbed or created.
3. Cuts and/or fills will not exceed 10 feet in depth or height.
4. No earth disturbance shall occur within the limits of the 100-year floodplain of any stream, or 100 feet of any perennial stream.
5. No earth disturbance shall occur within 25 feet of any nontidal wetland or within 100 feet of any nontidal wetland of special State concern.
6. The proposed work does not require a State Waterway or Wetland Permit.
7. There is no contiguous land undergoing development by the same owner, builder, or developer;

CONDITIONS

- A. Nothing herein relieves the applicant from complying with any and all federal, State and local requirements (e.g., Stormwater Management, Forest Conservation, Grading, etc.).
- B. Duly authorized representatives of Frederick County shall be guaranteed right of entry to the property to inspect site work, materials and plan conformance.
- C. This agreement is subject to revocation by either Frederick County ECS or appropriate SCD whenever determination is made, and notice is given, that the applicant is in violation of County Ordinance and/or the limitations, conditions or requirements specified by this agreement.
- D. This agreement is valid for a period of one (1) year and must be renewed at least 60 days prior to expiration.

REQUIREMENTS

- A. Erosion and sediment control measures shall be installed prior to any earth disturbance except that necessary for installation of the controls.
- B. All erosion and sediment control practices shall be installed and maintained according to the criteria contained in the most recent version of the Maryland Standards and Specifications for Soil Erosion and Sediment Control.
- C. All clearing and grading shall be completed in the following sequence:
 1. Limit initial clearing and grubbing for the installation of the construction entrance, perimeter controls, and any remaining controls.
 2. Install the stabilized construction entrance, perimeter silt fence, and any other sediment controls.
 3. Provide temporary stabilization of any area that will not be actively graded within fourteen (14) days,
- D. All erosion and sediment control devices require continual maintenance. Any controls that are damaged or disturbed shall be restored or repaired before the end of each day.
- E. Development activities shall not impair any drainage, create an erosion hazard, or create a source of sediment to any adjacent watercourse, wetland or property.
- F. Any pumping of water must be filtered and done in accordance of "B", above.
- G. Following initial soil disturbance or re-disturbance, permanent or temporary stabilization shall be completed within seven (7) calendar days on the surface areas of all sediment controls, stockpiles, and perimeter slopes; and fourteen (14) days for all other disturbed areas on the site, not being actively graded.

CERTIFICATION

I certify that I have the authority to make this application for Standard Plan Agreement, and that the information contained herein is correct and accurate. I further certify that this project meets the specified Limitations and that the work will be done according to the above Requirements and Conditions and all applicable laws and regulations.

Signature of Applicant Date

Soil Conservation District Representative Approval Date

ADOPTED FOR USE BY THE CATOCTIN AND FREDERICK SOIL CONSERVATION DISTRICT BOARDS, EFFECTIVE JUNE 1, 2004

ADMINISTERED BY THE: FREDERICK COUNTY ENVIRONMENTAL COMPLIANCE SECTION * 30 NORTH MARKET STREET * FREDERICK MD 21701 * 301-600-1132 * FAX 301-600-3518

Attachment #2
follows this
sheet



**Frederick County
Division of Permitting and
Development Review
Standard Stormwater Management Plan for:
Single Lot Residential Construction**

Building Permit # _____

Grading Permit # _____

OWNER/DEVELOPER INFORMATION

Last Name First Name MI Phone () e-mail address

Present Address (No. & Street) City/Town State Zip

PROJECT INFORMATION

Project Address (No. & Street) City/Town State Zip

Tax Map Liber Folio Parcel Block

Lot Size Total Disturbed Area Total Impervious Area

LIMITATIONS

The requirements for stormwater management found in Frederick County Code, Section 1-15.2 and the Code of Maryland Regulations (COMAR) will be satisfied if nonstructural practices are used to treat runoff according to Chapter 5 of the **2000 Maryland Stormwater Design Manual, Volumes I & II**.¹ Additional limitations are:

1. The project is single lot residential construction;
2. There is no contiguous land undergoing development by the same owner, builder, or developer;
3. Total site impervious cover shall not exceed 15% of the lot size; and
4. Total land area disturbed during construction shall be less than 20,000 square feet. Land area that is disturbed for septic system construction may be subtracted from the total disturbed area provided it is revegetated.

CONDITIONS

The following conditions for design and construction shall be met and maintained. Should circumstances exist preventing one or more of these conditions from being satisfied, alternative techniques or conventional best management practices (BMPs) may be implemented at the discretion of the Division of Permitting and Development Review.

Design

1. All stormwater practices shall be designed and located to prevent basement seepage, erosion, flooding, or other damage to adjacent or downstream properties.
2. The drainage area to each rooftop downspout shall be 500 square feet or less. Drainage areas to individual downspouts greater than 500 square feet shall be treated using rain gardens, rain barrels, or other similar practices as approved by the Division of Permitting and Development Review.
3. All rooftop downspouts shall discharge to and drain continuously through vegetation (e.g., vegetated channel, swale, or filter strip) in a non-erosive manner to the property line.
4. To the extent practical, all other site impervious areas shall discharge to and drain continuously through vegetation in a non-erosive manner.
5. The total impervious area draining to any single discharge point shall be 1,000 square feet or less.
6. All access roads and/or driveways constructed for this project shall use open sections in lieu of curb and gutter.

¹ The **2000 Maryland Stormwater Design Manual, Volumes I & II** (MDE, April 2000) is available in hard copy or electronic format. For more information or to order a copy of the Design Manual, see MDE's website "www.mde.state.md.us" or call 410-537-3543.

7. If site conditions such as slope, soil type, high groundwater, etc. exist that prevent all conditions of this Standard Plan from being met, the owner/developer shall implement those practices found in the Design Manual that address any characteristics specified by the Division of Permitting and Development Review.
8. This Standard Plan shall not be used in areas of special concern (e.g., karst geology, sinkhole activity, surface water supply reservoirs, wellhead protection areas, sensitive stream systems, etc) without specific approval from the Division of Permitting and Development Review.

Construction

9. The Frederick County Environmental Compliance Section (ECS) shall be contacted at least 48 hours prior to the start of construction. [301-600-1132]
10. No earth disturbance shall occur within 100 feet landward of the Mean High Water Line of tidal waters or from the edge of tidal wetlands without an appropriate variance or buffer exemption.
11. The proposed work shall not impact waters and/or wetlands of the State and any associated buffers without authorization from the appropriate federal and/or State agencies. Permits required by federal or State agencies for the protection of tidal and nontidal wetlands are the responsibility of the property owner, contract purchaser, or authorized agent.
12. All stormwater practices and/or runoff controls shall be installed according to this Standard Plan. Subsequent alteration or modification of these practices requires the approval from Division of Permitting and Development Review.
13. The applicant/homeowner shall maintain in good condition all stormwater practices constructed in accordance with this Standard Plan.
14. Access to the site will be made available at all times during construction and with prior notification after construction for inspection by the ECS.
15. The applicant/homeowners shall promptly repair and/or restore all stormwater practices found in noncompliance by the ECS Inspector.
16. The Division of Permitting and Development Review reserves the right to deny approval under this Standard Plan and require that a design be prepared according to Frederick County Code, Section 1-15.2 and the Design Manual.
17. Nothing in this Standard Plan relieves the applicant from complying with any and all federal, State, and local laws and regulations.
18. Coverage under this Standard Plan shall remain valid for [two] years from the date of approval.

CERTIFICATION

I certify that I have the authority to make application to this Standard Plan; that the information contained herein is correct and accurate; and that all clearing, grading, construction, and development will be conducted according to this Standard Plan and all applicable laws and regulations.

Name (Please Print)

Signature

Date

Approved by

Date

Attachment #3
follows this
sheet



**Permit Application For:
Earth and Forest Disturbances**

Application No.: _____

(Additional Forms, Plans or Agreements may be
required in conjunction with this application)

APPLICANT INFORMATION (If Applicant and Owner are the same, you may complete just the OWNER INFORMATION, below.)

LAST NAME FIRST NAME MI PHONE E-MAIL AND/OR FAX

MAILING ADDRESS: STREET CITY STATE ZIP

OWNER INFORMATION

LAST NAME FIRST NAME MI PHONE E-MAIL AND/OR FAX

MAILING ADDRESS: STREET CITY STATE ZIP

PROJECT PROPERTY INFORMATION

PROJECT NAME [SECTION / PHASE / LOT] NATURE OF PROJECT / DESCRIPTION OF WORK

TAX ID NUMBER LOT SIZE [SQ FT] TAX MAP PAGE / PARCEL ADC MAP PAGE / GRID

IS THIS PROJECT LOCATED WITHIN THE MUNICIPAL LIMITS OF A TOWN? YES NO
CIRCLE ONE IF YES, NAME OF MUNICIPALITY

ADDRESS / DIRECTIONS TO PROJECT: _____

EARTH DISTURBANCE INFORMATION

DISTURBED AREA (SF)¹: QTY CUT+FILL (CY)²: CLEARED FOREST AREA (SF)³:

¹ Defined as surface area (length times width) of any excavating, filling, stockpiling, scraping, grubbing, root mat or top soil disturbance or any combination thereof.

² The measurement of the combination of excavation (cut) and fill as measured by length times width times depth divided by 27.

³ The area where trees will be removed below 100 trees per acre, where 50% or more of those trees are 2" or greater in caliper. "Forest clearing >=40,000 SF is subject to the Forest Resource Ordinance (FRO) requirements. If applicable, a "Declaration of Intent" may be used to provide exemption from FRO requirements.

PLAN APPROVAL / AGREEMENT INFORMATION (AS APPLICABLE)

	DATE	AP #	COST ESTIMATE APPROVED DATE	Cost Estimate Approved Amount
SOIL CONSERVATION DISTRICT PLAN APPROVAL:				
FOREST RESOURCE PLAN APPROVAL:				
PUBLIC WORKS CONST. PLAN APPROVAL:				
DECLARATION OF INTENT / LOGGING SUBMITTAL:		Notes:		
STANDARD PLAN AGREEMENT SUBMITTAL:				

CERTIFICATION AND SIGNATURE OF RESPONSIBLE PERSON

I, the undersigned, do hereby declare that the information contained herein and on any accompanying documentation is true, correct and complete to the best of my knowledge, and that I have the authority to make this application. I further certify that duly authorized representatives of Frederick County shall be guaranteed right of entry to the property to inspect site work, materials and plan conformance. I understand that intentional falsification and/or non-compliance with any of the terms and conditions as set forth in this or accompanying documentation may result in a Stop Work Order, Civil Penalty or Criminal Charge depending on the severity, at the County's discretion.

PRINTED NAME OF RESPONSIBLE PERSON SIGNATURE OF RESPONSIBLE PERSON Date

Nothing herein relieves the applicant from complying with any and all Federal, State and Local regulations that may be involved in conjunction with this application

Attachment #4
follows this
sheet

DIVISION 3. ACCESSORY STRUCTURES

§ 1-19-4.300. DEFINITION.

Accessory structures include garages, tool sheds, storage buildings, barns, signs, or other similar structures. An accessory structure having any part of a wall in common with a dwelling is considered part of the main building. A mobile home is not an accessory structure, except as a tenant house on a farm.

(Ord. 77-1-78, § 40-47(A), 1-24-1977; Ord. 08-26-502, 10-14-2008; Ord. 09-21-525, 6-4-2009)

§ 1-19-4.300.1. LOCATION.

(A) No accessory building will be erected within the required front yard, except as provided in § 1-19-8.250.1. No accessory structure will be erected within 6 feet of any lot lines or within 6 feet of any building on the lot, except as provided in § 1-19-8.250.1.

(B) No accessory structure, wind energy system, solar array or associated structure, will be erected within the required front yard setback, except as provided in § 1-19-8.250.1.

(C) Accessory structures shall be located on the same parcel as the principal permitted use or structure.

(Ord. 77-1-78, § 40-47(B), 1-24-1977; Ord. 06-24-420, 6-20-2006; Ord. 08-26-502, 10-14-2008; Ord. 09-21-525, 6-4-2009)

§ 1-19-4.300.2. ACCESSORY STRUCTURES ON RESIDENTIAL PROPERTIES.

(A) An accessory structure shall be limited in size when located on a residentially zoned property to the following (See § 1-19-8.240):

(1) The total square footage of all floors of the accessory structure shall not exceed that of the dwelling;

(2) The footprint of the accessory structure may not exceed the greater of:

(a) One-half of the footprint of the principal dwelling; or

(b) Six hundred square feet; and

(3) The square footage allowed for business purposes in an accessory structure shall be 600 square feet.

(4) Accessory structures shall not exceed 70% of the maximum height allowed for the principal permitted use, except as otherwise provided within this chapter.

(5) Accessory structures over 12 feet in height shall be set back at least 1 additional foot from the minimum setback for each foot of height over 12 feet.

(Ord. 77-1-78, § 40-47(C), 1-24-1977; Ord. 79-19-145, 8-7-1979; Ord. 80-24-176, 8-26-1980; Ord. 92-19-054, 8-18-1992; Ord. 94-28-123, 12-8-1994; Ord. 95-28-152, 12-5-1995; Ord. 97-05-183, 3-18-1997; Ord. 98-02-204, 2-3-1998; Ord. 08-26-502, 10-14-2008; Ord. 09-21-525, 6-4-2009)

§ 1-19-8.205.4. SOLAR COLLECTION SYSTEM.

A solar collection system is permitted in any zoning district on the roof or exterior walls of structures.

(Ord. 09-11-515, 4-28-2009)

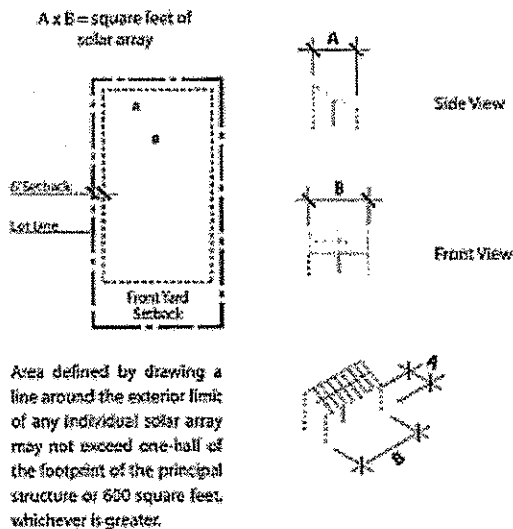
§ 1-19-8.205.5. SOLAR ARRAY.

The footprint of the solar array and any individual component shall be used in calculating the square footage by drawing a line around the exterior limits of an individual solar array. Solar arrays are permitted in any zoning district subject to the following setback and size restrictions:

(A) The total square footage of the solar array(s) shall not exceed that of the principal structure;

(B) The footprint of an individual solar array shall not exceed the greater of:

- (1) One-half of the footprint of the principal structure or
- (2) Six hundred square feet.



Solar Array

(Ord. 09-11-515, 4-28-2009)

§ 1-19-8.205.6. LIMITED WIND ENERGY SYSTEMS.

(A) Limited wind energy systems are permitted in any zoning district subject to the following standards except that limited wind energy systems under 10 feet in height and located on a principal or accessory structure are not subject to these provisions:

(1) The limited wind energy system shall be used for the purpose of generating power for the property on which the limited wind energy system is located. Commercial sale of power is prohibited.

(2) The limited wind energy system shall be set back a distance equal to its total height plus an additional 20 feet from:

- (a) Any right-of-way as designated by the County Comprehensive Plan;
- (b) Any right of ingress or egress on the owner's property;
- (c) Any overhead utility lines;
- (d) All property lines.

(3) The limited wind energy system shall not be located within the required front yard setback.

(4) All ground mounted electrical and control equipment shall be labeled and secured to prevent unauthorized access.

(5) All electrical wires associated with a ground mounted wind energy system shall be located underground, except those wires necessary to connect the wind generator to the wind tower wiring, the wind tower wiring to the disconnect junction box, and the grounding wires.

(6) A wind tower and generator shall not be artificially lighted unless such lighting is required by the Federal Aviation Administration (FAA).

(7) Wind energy systems shall be painted a non-reflective, non-obtrusive color such as the manufacturer's default color option or a color that conforms to the environment and architecture of the community in which it will be located. Wind energy towers shall maintain a galvanized steel, brushed aluminum or white finish, unless FAA standards require otherwise. The Zoning Administrator may require a photo of a wind energy system of the same model that is the subject of the application, adjacent to a building or some other object illustrating scale.

(8) The blade tip or vane of any wind energy system shall, at its lowest point, have ground clearance of no less than 15 feet, as measured at the lowest point of the arc of the blades.

(9) Wind energy systems shall comply with all applicable construction and electrical codes.

(10) Wind energy systems that connect to an electric utility company shall comply with the Public Service Commission regulations.

(11) Each property is eligible for 2 wind energy systems. Additional wind energy systems shall not exceed the total number needed to generate the amount of electricity for the established uses on the property unless the applicant can demonstrate the on-site need for additional power.

(12) *Abandonment.*

(a) The Zoning Administrator may issue a notice of abandonment to the owner of a wind energy system that is out of service for a continuous 6-month period. The owner shall have the right to respond in writing, within 30 days, to the notice of abandonment setting forth the reasons for operational difficulty and providing a reasonable timetable for corrective action. If sufficient reason is provided, the Zoning Administrator shall withdraw the notice of abandonment and the owner of the wind energy system will be notified.

(b) If the wind energy system is determined to be abandoned, the owner shall remove the wind energy system within 3 months of the date of the notice of abandonment, at the owner's expense. If the owner fails to remove the wind energy system, the Zoning Administrator may pursue legal action to have the wind energy system removed at the owner's expense.

(13) All wind energy systems shall comply with the limitations contained in the noise ordinance of Frederick County (Frederick County Code § 1-11-6).

(B) It is unlawful for any person to construct, install, or operate a wind energy system that is not in compliance with this chapter or with any condition contained in a building permit issued pursuant to this chapter, or that is in violation of any state or federal regulation.

(Ord. 09-11-515, 4-28-2009)

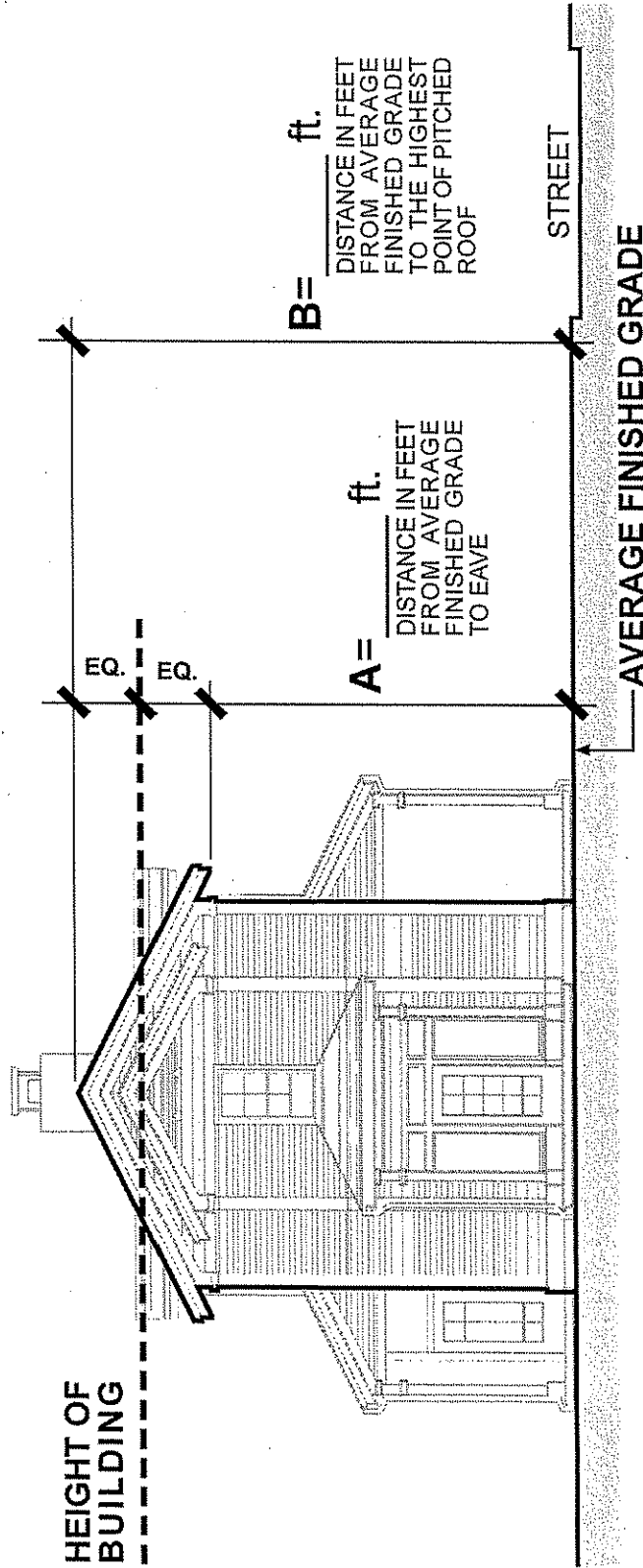


DIVISION OF PLANNING
ZONING ADMINISTRATION
FREDERICK COUNTY, MARYLAND 21701

12 East Church Street Frederick, MD. 21701 TEL. 301 694-2572 FAX 301 694-2054

DETERMINING HEIGHT OF BUILDING

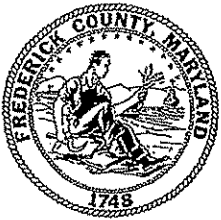
The height is measured from the average finished grade ground level along the side of the building nearest the street to either the highest point of a flat roof or to the point one-half the distance between the eaves and the highest point of a pitched roof. (Frederick County Zoning Ordinance Definitions 1-19-04)



$$\text{HEIGHT OF BUILDING} = A + [(B - A) / 2]$$

$$= \text{ } + [(\text{ } - \text{ }) / 2]$$

HEIGHT OF BUILDING =



FREDERICK COUNTY BOARD OF APPEALS FREDERICK COUNTY, MARYLAND

Winchester Hall 12 East Church Street Frederick, Maryland 21701 (301) 600-2572

BOARD OF APPEALS FILING PROCEDURES

1. Proper application must be made in the Office of Zoning Administrator, Second Floor, Winchester Hall. Application forms will be sent upon request.
2. If person filing the appeal is other than the owner, an affidavit of ownership authorizing said person to make the appeal must be filed. If person filing the appeal is contract purchaser, a copy of contract must be filed. If person filing the appeal is a lessee, an affidavit of ownership and a copy of lease must be filed.
3. Names and addresses of ALL persons owning property on ALL sides of the subject property MUST be supplied at the time of filing BY THE APPLICANT on proper form supplied by this office. This list is to include property owners opposite the subject parcel across a road, right-of-way, stream or railroad.
4. Fees as follows:

SPECIAL EXCEPTION REQUEST	\$825.00
VARIANCE REQUEST	\$550.00
CLAIM OF ADMINISTRATIVE ERROR	\$330.00

These fees are to cover the cost of the newspaper notice, the placard, and notices to adjacent and confronting property owners. If paid by check, check is to be made payable to **Frederick County**.

5. Placard announcing hearing date will be given to the applicant when case is filed, supplied by the Zoning Administrator's Office. An instruction sheet and affidavit of posting will be supplied as well and is to be notarized and returned once the sign is posted.
6. MUST have sketch plan or adequate drawing showing distance of structure or use from all property lines, well/septic/public utility lines, driveway, parking, etc. **Twenty (20) copies** are needed, to be folded to 8 1/2 x 11" size. Most successful applicants prepare a justification statement addressing the **general** and **specific** Ordinance requirements (see other side) of the proposal then attach it to the application when it is submitted to the office.
7. Board of Appeals members will make an on-site inspection of the property prior to the public hearing. **Stakeout of the proposed building or activity will help to clarify the request.**
8. A newspaper notice will be published by this office 15 days prior to the hearing. Notices to adjacent property owners will also be sent at this time.
9. Applicant or agent for applicant MUST be present at hearing to present case before the Board of Appeals.
10. Applicant will be formally notified in writing of decision by the Board of Appeals. If case is approved, approval from this office will be forwarded to the Office of Permits and Inspections, if a zoning certificate has been applied for and conditions met. Applicants must apply for zoning certificate or, if necessary, sites plan approval prior to construction or commencement of use. If case is disapproved, the applicant has thirty (30) days to appeal this decision to the Circuit Court.

NOTE: ALL REQUIRED INFORMATION MUST BE SUBMITTED TO THE ZONING ADMINSTRATOR'S OFFICE BEFORE THE CASE IS OFFICIALLY ACCEPTED. CASE WILL NOT BE SCHEDULED FOR PUBLIC HEARING UNTIL ALL INFORMATION IS SUBMITTED. You are, of course, free to consult an attorney of your choice for advice on any of the proposals. **SEE OTHER SIDE FOR IMPORTANT INFORMATION.**

If you are pursuing a variance, you should prepare a statement to address the following general criteria (excerpted from Section 1-19-3.220 (C), Frederick County Zoning Ordinance) with your filing and at the hearing:

1. That special conditions and circumstances exist which are peculiar to the land and structure involved and which are not applicable to other lands or structures in the same district; and
2. The literal interpretation of the provisions of this Chapter would deprive the applicant of rights commonly enjoyed by other properties in the same district under terms of this Chapter;
3. That the special conditions and circumstances do not result from the actions of the applicant; and
4. That granting the variance will not confer on the applicant any special privilege that is denied by this Chapter to other lands and structures in the same district; and
5. A public hearing has been held;
6. That the granting of the variance will be in harmony with the general purpose and intent of this Chapter, and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

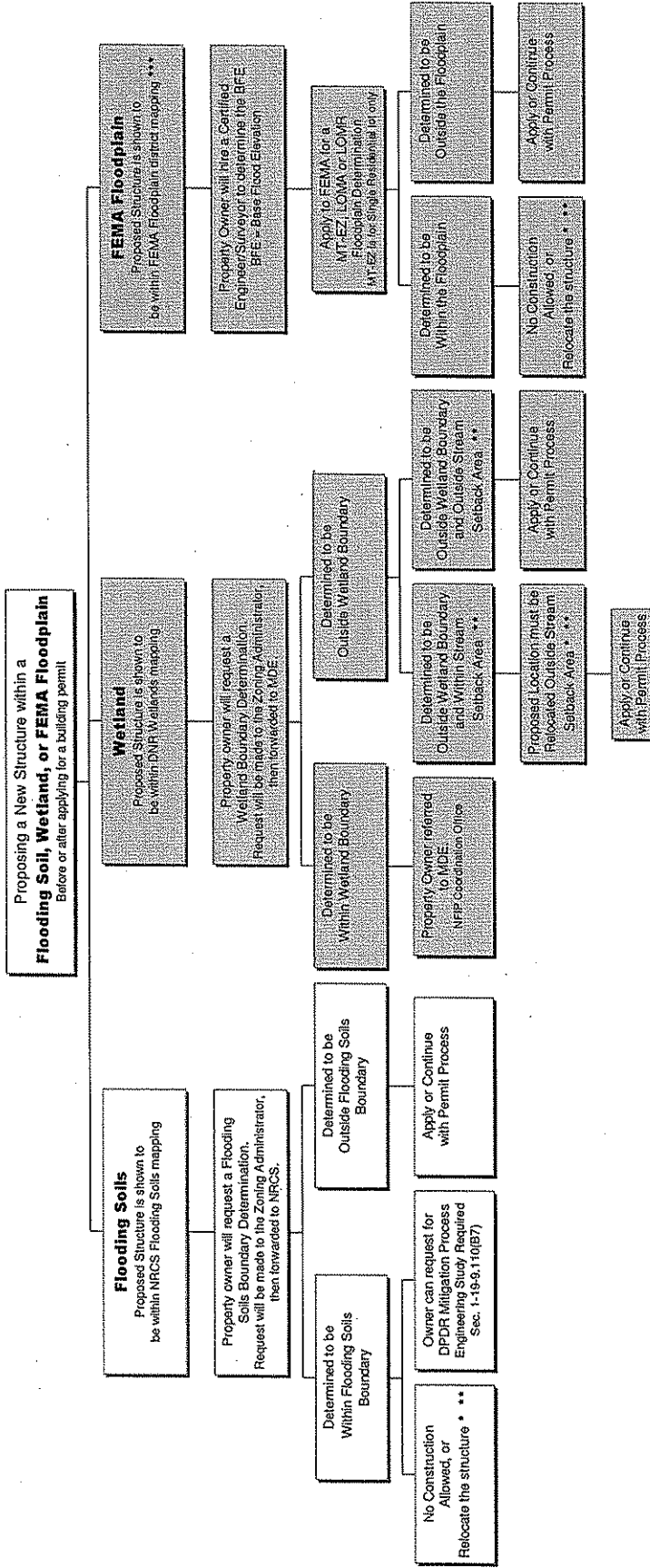
If you are pursuing a special exception, you should prepare a statement to address the following general criteria (excerpted from Section 1-19-3.210 (B), Frederick County Zoning Ordinance) at the time of filing and at the hearing:

1. The proposed use is consistent with the purpose and intent of the Comprehensive Development Plan and of this Chapter; and
2. The nature and intensity of the operations involved in or conducted with it and the size of the site in relation to it are such that the proposed use will be in harmony with the appropriate and orderly development of the neighborhood in which it is located; and
3. Operations in connection with any special exception use will not be more objectionable to nearby properties by reason of noise, fumes, vibration or other characteristics than would be the operations of any permitted use not requiring special exception approval; and
4. Parking areas will comply with the off-street regulations of this Chapter and will be screened from adjoining residential uses and the entrance and exit drives shall be laid out so to achieve maximum safety.
5. The road system providing access to the proposed use is adequate to serve the site for the intended use.

Please recall that the specific criteria for the different types of special exception are outlined in Section 1-19-8.320 through 1-19-8.345 and 1-19-8.420.1 and 1-19-8.420.2 and are to be met as well.

If you are pursuing an administrative error, please consult staff for details. You are, of course, free to consult an attorney of your choice for advice on any of the above proposals.

Process for Proposed New Structures found to be within the Floodplain District For Areas within Lake Linganore, see Sections 1-19-9.200 to 9.220 of the Zoning Ordinance, and Section 1-19-9.400 for the Linganore Protection Area.



* Unless otherwise provided for by the Exemptions, Section 1-19-9.110(D) of the Zoning Ordinance.

** Refer to the Floodplain and Stream setbacks, Section 1-19-9.110(B3) of the Zoning Ordinance.

*** Existing Parcels of Record lying totally within the FEMA Floodplain must follow the process for Substantial Improvements.

Contacts:

NRCS
 Corey Brink or Joe Kraft
 301-695-2803 Ext. 3

DNR - MDE
 Kevin Wagner
 410-537-3914 or
 David Guignet, P.E.
 410-537-3775

FEMA
 Jon Janowicz, P.E.
 NFP Civil Engineer
 FEMA Region III - Philadelphia
 215-931-5524

Zoning Administrator
 Frederick County
 Larry Smith
 301-800-1491
 lsmith1@fredco-md.net

Attachment #5
follows this
sheet

PERMIT OUTREACH MEETING

OCTOBER 2, 2009

DR (Engg.)

GRADING PERMIT/BUILDING PERMIT:

1. Approved/signed plans
2. Cost Estimates approved
3. SWM DOE/MA approved.

NOTE: If new permit application requires or is a part of previously approved major grading permit, please note that previously approved permit no. in the application and ensure it is entered in the Hansen during application.

SINGLE LOT RESIDENTIAL CONSTRUCTION STANDARD SWM PLAN:

Below information is REQUIRED on all applications:

1. Lot size
2. Total Distrubed Area
3. Total impervious Area.
4. Sketch

Note: All limitations are required to be met. So please confirm before submitting this SWM plan.

Attachment #6
follows this
sheet

FREDERICK COUNTY HEALTH DEPARTMENT

Environmental Health Services

Procedures and Policies for Expediting Building Permit Approval

(For Properties Served by Individual Wells and /or Septic Systems)

New Residential Construction

1. Property corners, house corners, septic area corners, and center of driveway need to be staked and flagged so they can be seen at the time of the preliminary inspection. Tall grass, weeds and brush may need to be removed. All new home permits will have a site visit prior to approval by Environmental Health.
2. If the property is to be served by a septic system, the applicant must provide the name of a licensed septic installer in Frederick County at the time of building permit application. If the installer is not provided, the permit will not be approved until such time as one is selected.
3. If the property is to be served by an individual water well, the well must be drilled and the completion report must be submitted to and reviewed by the Health Department prior to building permit approval.
4. Foundations must be a minimum of 30 feet from the well.
5. No permanent or physical objects can be located within the designated septic areas. Septic areas are reserved for the initial installation and future repairs of the septic system.
6. Proposed houses should be located where a gravity flow septic system can be installed. The elevation of the sewer pipe exiting the house must be higher in elevation than the highest point of the designated septic area. (This item is particularly important if your desire is to have a basement bathroom without using a pump.)
7. Contact with Health Department is always important if there are questions or concerns that you would like to discuss at any point during the permit or building process.
8. A final septic inspection is required through the Well & Septic Office prior to a Use and Occupancy Certificate being issued. The septic installer is responsible for making sure that this process is completed.

Accessory Permits

1. Proposed additions (pool, shed, addition, etc.) must be staked prior to Health Department site visit. If additions are not staked when the site visit is made, the permit will be placed on hold until contact is made to let the Sanitarian know this has been done.
2. Proposed additions an/or accessory structures cannot be located within designated septic areas. Properties that were subdivided after 1972 have designated septic areas.
3. Additions and accessory structures cannot be located over principal parts (septic tank, distribution box, leaching area) of the septic system. An addition without a basement can be located up to the septic tank and leaching area but not over them. An addition or accessory structure with a basement must maintain a minimum of 10 feet from the septic tank, leaching area and septic area. If your addition requires a connection to the septic system more than 5 feet from the foundation, a septic repair permit will be needed (\$30.00 fee). Repair permits can be applied for at the Health Department.
4. Foundations within 30 feet of the well are not permitted unless a well variance is requested and granted by the Health Department.
5. Please restrain dogs and other animals since the Health Department will try to make a site visit within 5 business days of receipt of permit application.
6. If you void your permit or have further questions, please call 301-600-1726.

Attachment #7
follows this
sheet

FREDERICK COUNTY HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH SERVICES
350 Montevue Lane, Frederick, MD 21702-8245
(301) 600-1715 (Information) / (301) 600-3180 (Fax #)

INFORMATION RESEARCH REQUEST FORM

Date: _____

This letter serves as a formal request for information on the property located at:

Street Address: _____

Subdivision Name: _____

Lot #: _____ Section: _____ Block: _____

Tax Map: _____ Parcel #: _____

Well Identification Tag Number: FR- _____
(Tag should be attached to well casing)

Name of property owner who had well and septic system installed (must be supplied):

OR

Current Owner's Names _____
AND _____

Previous Owners Names _____
back to 1950 _____

Please provide me with the following information:

_____ Well Completion Report _____ Septic Location
_____ Other _____

Requested by:

Name: _____
Address: _____

Phone: (H) _____
(W) _____
(F) _____

Information to be:

_____ Picked up
_____ Faxed
_____ Mailed

NOTE: Requested information will be returned to you within five (5) working days. A minimum of ten (10) working days must be allowed for percolation verification information.

Revised 10/06

Attachment #8
follows this
sheet

MEMORANDUM

September 4, 2007

To: Record

Through: Barbara A. Brookmyer, MD, M.P.H., Health Officer

From: David Gatrell, Program Manager, Individual Well & Septic Branch

Re: Reconstruction or replacement of dwellings served by individual wells and/or septic Systems

When reviewing building permits to reconstruct or replace existing or recently destroyed dwellings, it is the Health Department's responsibility to assure that the water supply and sewage disposal systems are safe and adequate.

The first item that must be determined is; has the property been abandoned? If the property has been occupied as a residence within the last three years, the property is not considered abandoned. If occupancy within the last three years is questionable, the applicant must provide proof that the property has been occupied (electric bill, fuel bill, telephone, etc.).

WATER SUPPLY

Every new dwelling is required to have a water supply that meets current construction standards. If the property has an existing water well, the well completion report must be provided or a licensed well driller must evaluate the well and provide written confirmation that the well meets current construction standards. If the existing well is brought up to current construction standards, a pump yield test must be completed. If an existing water well supply cannot be upgraded, a new well must be constructed and the old well must be abandoned and sealed. The new well must meet the water supply standards stated in COMAR 26.04.04.07P&Q. The well must yield one (1) gallon per minute and be able to produce 500 gallons in a 2-hour period.

SEPTIC SYSTEM

In order to approve a building permit to replace a dwelling, the septic system must be adequate for the proposed house and there must be sufficient acceptable area on the property to repair the septic system at least one time. Please review the following scenarios:

Existing house (not abandoned) with an approved septic permit

A site visit is made to the property to determine if the septic system is functional and if there is sufficient area on the property to repair the septic system. If the site visit is inconclusive, repair percolation tests must be conducted to verify that area is available to repair the septic system. Innovative and Alternative and/or holding tanks are permitted. Evaluations and percolation tests conducted to determine if acceptable area is available for repair can be done anytime of the year.

Existing house (not abandoned) without an approved septic system

The principal parts of the septic system must be uncovered for inspection and percolation tests must be conducted to verify the acceptability of the existing unpermitted septic system. Percolation tests to determine if repair area is available may also need to be conducted. Innovative and Alternative and/or holding tanks are permitted. Evaluations and percolation tests conducted to determine the acceptability of an existing septic or to determine if acceptable area is available for repair can be done anytime of the year.

Abandoned house with an approved septic system

A site visit must be conducted to verify location and acceptability of the existing septic system and to determine if sufficient area is available to repair the septic system. If the site visit is inconclusive, the septic system may have to be uncovered and repair percolation tests may need to be conducted. Innovative and Alternative and/or holding tanks are permitted. Evaluations and percolation tests conducted to determine if acceptable area is available for repair can be done anytime of the year.

Abandoned house without septic permit

Applicants must pay the percolation fee. This scenario is treated as a "lot of record"; however, a site plan is not required since there is a house. There must be sufficient area on the property for the installation and one complete repair. Innovative and Alternative (I&A) Technology and/or holding tank(s) are not permitted. Soil evaluation and percolation tests need to be done during the time of the year as required by the Frederick County Soil Survey.

Remnants of foundation without septic system permit

Applicants must pay the percolation fee. This scenario is treated as a "lot of record"; however, a site plan is required. There must be sufficient area on the property for the installation and one complete repair. Innovative and Alternative (I&A) Technology and/or "holding tank(s) are not permitted. Soil evaluation and percolation tests need to be done during the time of the year as required by the Frederick County Soil Survey.

House burned within 3 years

Handled the same as an existing house with or without a septic permit.

Adding one bedroom to existing house

The Health Department has a policy that will allow one (1) additional bedroom to be added to an existing house without enlarging the septic system. The conditions of this policy are as follows:

1. The septic system is permitted and has been functioning satisfactorily for more than one (1) year.
2. The septic system is sized for the current house size.
3. The septic system must be functioning properly at the time of building permit application.
4. There must be adequate area on the property to repair the system at least one (1) time.
5. The owner must agree to repair the septic system as soon as possible if the system should fail.

Adding more than one bedroom to an existing house

To add more than one bedroom to an existing house requires the septic system to be sized to accommodate the total number of bedrooms and there must be adequate area on the property to repair the septic system one complete time. If the current septic is not large enough for the proposed total number of bedrooms, the septic system must be enlarged. This may require conducting additional soil evaluation and percolation tests. The time of year the tests can be conducted is based on the soil type. Soil evaluation and percolation tests need to be conducted during the time of the year as required by Frederick County Soil Survey.

In Law Suite addition

If a bedroom and kitchen are being added, septic system must comply with total bedroom count permitted. Tank size and sewage leaching area must be enlarged to accommodate the total number of bedrooms. The policy of allowing one (1) additional bedroom would not apply in this scenario. If percolation tests are needed they must be conducted during the time of the year as required by Frederick County Soil Survey.

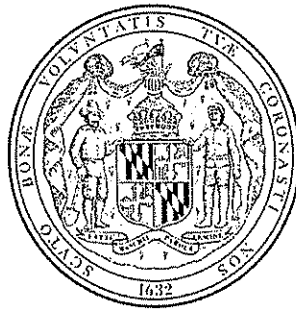
Attachment #9
follows this
sheet

Department of Health and Mental Hygiene

CODE OF MARYLAND REGULATIONS

10.15.03

Food Service Facilities



6 Saint Paul Street
Suite 1301
Baltimore, Maryland 21202

February 2008

FREDERICK COUNTY
HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH SERVICES



Diedre Moltere, R.S.
SUPERVISOR

OFFICE: 301-600-3166
DHMH (Toll Free): 1-877-463-3464
FAX: 301-600-3160
TDD: 800-735-2258

350 MONTEVUE LANE
FREDERICK, MARYLAND 21702
E-mail: dmoltere@fredco-md.net

Attachment #10
follows this
sheet

**FREDERICK COUNTY
DIVISION OF UTILITIES & SOLID WASTE MANAGEMENT**

**INDUSTRIAL USER WASTE SURVEY
INDUSTRIAL WASTE DISCHARGE PERMIT APPLICATION**

INSTRUCTIONS

1. Section I and II of this survey **MUST** be completed by ALL applicants. If you leave blanks your Industrial Discharge Permit Application review will be delayed. If assistance is needed in completing this application please contact the Industrial Pretreatment Office at 301-600-2511.
2. Copies of your site plan and facility drawing must accompany your submission.
3. Copies of MSDS sheets and other supporting documents must be legible.
4. Return your completed application to the Division of Utilities & Solid Waste Management, Pretreatment Office at 4520 Metropolitan Court, Frederick, Maryland 21704.

SECTION I – GENERAL INFORMATION

1. Company/Corporate Name?: _____
2. Facility Location: (not a PO Box) _____
3. Mailing Address: _____
4. Designated Signatory Authority: (NOTE in the case of cooperate applicants this application must be signed by the level of vice pres. or higher. In the case of general partnerships any partner may sign this application.

Name: _____ Title: _____

Address: _____

_____ Phone No. _____

Fax No. _____ Cell No. _____

5. Designated Facility Contact if different than above:

Name: _____ Title: _____

Address: _____

_____ Phone No. _____

Fax No. _____ Cell No. _____

SECTION II – BUSINESS ACTIVITY

1. Describe all business activities conducted at this location. This description **MUST** list all products manufactured, services rendered and/or products sold. (Attach a separate sheet if necessary.)
2. List all processes and activities that either use or create wastewater that will be discharged to the wastewater collection system (POTW) other than toilet flushing or hand washing. **This list must include all activities conducted to create products manufactured, products served and/or services rendered as listed above. All cleanup and wash down processes must also be described. (Use a separate sheet if necessary.)**
3. A set of plans for this facility **MUST** be supplied.
 - The **site** plan for this facility **MUST** indicate the **wastewater monitoring manhole**.
 - **Plumbing** plans must indicate the location of **all water and sewer connections** at this facility including, but not limited to, all floor drains, trench drains, sinks and wastewater treatment devices that will contribute wastewater to the sewer collection system.
 - Architectural drawings should indicate storage areas for all raw material, chemicals, cleaning products and finished product.
4. A **complete** list of all chemicals, cleaning compounds, hazardous materials and raw materials used, stored, or processed by this facility must be supplied.
5. List all applicable Standard Industrial Classification Codes (SIC) for this facility as listed in the Office of Management and Budget (OMB) Standard Industrial Classification Manual 1987.
6. Shift information: Work days/week:_____ Shifts/day:_____ Employees/shift:_____ If work at this facility is seasonal, list the applicable months of wastewater discharge.
7. If applicable, list the date that your facility is expected to open:_____
8. Building Permit Number:_____

IF YOUR FACILITY WILL ONLY PRODUCE TOILET FLUSHING AND HAND WASHING WASTEWATER STOP AND SIGN THE CERTIFICATION ON PAGE FIVE (5).

IF YOUR FACILITY WILL PRODUCE ANY WASTEWATER IN ADDITION TO HAND WASHING AND TOILET FLUSHING YOU MUST COMPLETE THE REST OF THIS SURVEY.

SECTION III – WATER SUPPLY

1. Water Sources:

Private well _____	Name on Water Bill: _____
Municipal _____	Address on Water Bill: _____
Surface water _____	Account No. on bill: _____

2. List the average water usage in gallons per day (GPD) for the following:

Contact cooling water: _____	Boiler feed water: _____
Non-Contact cooling water: _____	Contained in product: _____
Process water: _____	Washdown water: _____
Sanitary water: _____	Other (list): _____
Water Treatment (Softener/RO) _____	

3. Is this application for an existing business? YES _____ NO _____
If yes, provide the name and/or address of the previous location.

4. Is the building connected to the public sanitary sewer system? YES _____ NO _____

SECTION IV – WASTEWATER DISCHARGE INFORMATION

1. Using the list provided in Section II, number 2 provide average daily wastewater flow rates for each activity listed. Attach a separate sheet if necessary.

2. Do any of these activities use any of the Pollutants listed in Attachment "A"?

3. Will your facility employ any of the processes listed in Attachment "B"?

4. If this facility will have batch discharges please supply the following information:

What is the source (process/activity) of this batch discharge? _____

No. of batch discharges/day _____ discharge per batch _____ (GPD)

Time of batch discharges _____ (days of week hours of day at) _____ (GPD)

Percentage of total discharge _____

SECTION V – TREATMENT

1. Is any form of wastewater treatment practiced at this facility? No: _____ Yes: _____

Wastewater treatment includes, but is not limited to, grease traps, oil & grit separators, silver recovery units, pH neutralization tanks, metals removal, etc.

2. If any form of treatment is conducted at this facility please supply the following:
- A process flow diagram must be supplied for each treatment system;
 - Describe, in detail, all treatment methods including, but not limited to, equipment, design volumes, current or projected operating volumes, by products, by-product disposal methods and volumes, etc.
 - If a waste product is hauled off-site list the waste hauler and submit six months of disposal manifests.
 - If this facility is an SIU as defined by COMAR 26.06.01.01.B (15) (see Attachment "B") supply the name and a copy of the operators' Maryland wastewater certification.
3. Are any changes to the existing treatment system planned for this facility within the next three years?

No: _____ Yes: _____ If yes, attach a description of all changes both planned and under construction. Include the estimated completion dates.

SECTION VI – WASTE NOT DISCHARGED TO THE POTW COLLECTION SYSTEM

1. Are any waste liquids or sludges generated at this facility and NOT disposed of into the POTW collection system? (including grease trap sludge)

No: _____ Yes: _____ describe on a separate sheet including the name, address and applicable permit numbers. Attach copies of a minimum of six (6) months of manifest data if available.

2. Have you been issued any Federal, State or local environmental permits?

No: _____ Yes: _____ List any permit(s) and all Permit Numbers:

3. Has a baseline monitoring report (BMR) been submitted which contains wastewater discharge total toxic organics (TTO) information? No: _____ Yes: _____
4. Attach a copy of your facility's Toxic Organics Management Plan. This plan must detail the practices that this facility will use to control the discharge of these substances?

SECTION VII – SPILL PREVENTION

1. **ALL COMMERCIAL AND INDUSTRIAL USERS DISCHARGING WASTEWATER OTHER THAN TOILET FLUSHING AND HAND WASHING MUST SUPPLY A COPY OF A SPILL MANAGEMENT PLAN WITH THIS APPLICATION SUBMISSION.** This plan must list the steps that are to be taken in the event of a spill of prohibited substances, fire, or other incident that could cause **ANY PROHIBITED SUBSTANCE** as listed in the Frederick County Industrial Waste Ordinance to be discharged to the sewer. This plan should minimally address those persons (by title) who are responsible for spill containment, notification of State, Federal and Local Division of Utilities & Solid Waste Management personnel, and cleanup, etc. Your plan should list the phone numbers for the notification of Water and Sewer personnel. Call 911 is **NOT** sufficient enough. (See attached sample.)
2. Indicate on the plans requested in Section II, container location, size, type and relation to the POTW collection system of ALL product areas, cleaning chemical areas and raw material areas. If containers are cleaned indicate the frequency of cleaning.
3. Do you have floor drains in your process or chemical storage area(s)? No: _____
Yes: _____ (They must be indicated on the drawings.)
4. Do you have chemical storage containers in any area that could, in an accidental spill, lead to a discharge to:

_____ An on-site disposal system
_____ POTW Collection systems
_____ Storm drain
_____ To the ground
_____ Other (Please List)

CERTIFICATION STATEMENT: This statement must be signed by the authorized designated signatory of the facility as per CFR 40 CFR 403.6, and must accompany the application when filed with the Division of Utilities & Solid Waste Management.

I certify under penalty of law that this document and all its attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly have gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: _____ Title: _____

Signature: _____ Date: _____

ATTACHMENT A

The following list of Toxic Pollutants has been identified by the EPA. Pursuant to the Federal Water Pollution Control Act (the Clean Water Act) please identify all substances which your facility uses, processes, or manufactures; which contain, or may metabolize into the Toxic Pollutants as identified below.

The Industrial Waste Ordinance of Frederick County also prohibits ALL substances that may create toxic gases, vapors, or fumes within the POTW. The applicant MUST, therefore, identify and list all potentially hazardous substances used in process. For a complete list of all prohibited substances consult Article III of the Frederick County Industrial Waste Ordinance.

Acenaphthene	Fluoranthene
Acrolein	
Acrylonitrile	Haloethers
Aldrin / Dieldrin	Halomethanes
Antimony & compounds	Heptachlor & metabolites
Arsenic & compounds	Hexachlorobutadiene
Asbestos	Hexachlorocyclohexane
	Hexachlorocyclopentadiene
Benzene	
Benidine	Isophorone
Beryllium & compounds	
	Lead & compounds
Cadmium & compounds	
Carbon Tetrachloride	Mercury & compounds
Chlordane	
Chlorinated benzenes	Naphthalene
Chlorinated ethanes	Nickel & compounds
Chloroalkyl ethers	Nitrophenols
Chlorinated naphthalene	Nitrosamines
Chlorinated Phenols	
Chloroform	Pentachlorophenol
2-chlorophenol	Phenol
Chromium & compounds	Phthalate esters
Copper & compounds	Polychlorinated biphenyls (PCBs)
Cyanides	Polynuclear aromatic hydrocarbons
DDT and metabolites	Selenium & Compounds
Dichlorobenzenes	Silver & compounds
Dichlorobenzidine	
Dichloroethylenes	2,3,7,8 - tetrachlorodibenzo - p - dioxin
2,4-dichlorophenol	(TCDD)
Dichloropropane &	Tetrachloroethylene
Dichloropropene 2,4-dimethyphenol	Thallium & compounds
Dinitrotoluene	Toluene
Diphenylhydrazine	Toxaphene
	Trichlorethylene
Endosulfan and metabolites	
Endrin & Metabolites	Vinyl chloride
Ethylbenzene	Zinc & compounds

ATTACHMENT B

Categorical Industries as Identified by The National Pretreatment Standards

Please indicate if your facility employs, or will be employing processes in any of the industrial categories listed below, (regardless of whether they generate wastewater, waste sludges, or hazardous wastes) please check all that apply.

Aluminum Forming
Asbestos Manufacturing

Battery Manufacturing
Builders Paper

Carbon Black
Cement Manufacturing
Coil Coating
Copper Forming

Dairy Processing

Electric and Electric Components
Electroplating

Feedlots Ferroalloy Manufacturing
Fertilizer Manufacturing
Fruits & Vegetables Processing

Glass Manufacturing

Grain Mills

Ink Formulating
Inorganic Chemicals
Iron & Steel

Leather Tanning & Finishing

Meat Processing
Metal Finishing
Metal Molding & Casting

Nonferrous Metals Forming
Nonferrous Metals Manufacturing

Paint Formulating
Paving & Roofing (tars & asphalt)
Pesticides Manufacturing
Petroleum Refining
Pharmaceutical
Phosphate Manufacturing
Porcelain Enamel
Pulp & Paper
Plastic Molding and Forming

Rubber Manufacturing

Seafood Processing
Soap and Detergent Manufacturing
Steam Electric
Sugar Processing

Textile Mills
Timber Products

Attachment #11
follows this
sheet

APPENDIX A
Capacity Charges

ALL CHARGES SHOWN HEREIN ARE SUBJECT AN ANNUAL INCREASE (BASED ON THE U.S. DEPARTMENT OF LABOR, BUREAU OF STATISTICS CONSUMER PRICE INDEX: CPI-U ALL ITEMS, WASHINGTON-BALTIMORE DC-MD-VA-WV, SERIES ID: CUURA311SA0, AS PUBLISHED BY THE BUREAU OF LABOR STATISTICS, WASHINGTON, DC., BEGINNING JULY 1, 2009 AND EACH JULY 1 THEREAFTER.

THE CPI SHALL BE CALCULATED ON THE BASIS OF THE DIFFERENCE BETWEEN THE LATEST REPORTED MONTHLY INDEX NUMBER PRIOR TO THE THEN ADOPTED PERIOD AND THE INDEX NUMBER FOR THE SAME MONTH IN THE PRIOR YEAR. THE ADJUSTMENT FACTOR EXPRESSED, AS A PERCENT CHANGE INCREASE, WILL BE USED TO RECALCULATE THE CAPACITY CHARGE ANNUALLY.

SEWER CONNECTION CHARGES

Residential Connection

\$6,305 per dwelling unit

Commercial, Industrial, Institutional Connection, Governmental, Educational

\$630.50 per fixture unit based on the Fixture Unit Chart and the Capacity Adjustment Factor Chart

WATER CONNECTION CHARGES

Residential Connection

\$4,518 per dwelling unit plus the meter and drop-in costs

Commercial, Industrial, Institutional Connection, Governmental, Educational

\$451.80 per fixture unit based upon the Fixture Unit Chart and the Capacity Adjustment Factor Chart plus the meter and drop-in costs

Effective July 1, 2009 through June 30, 2010

APPENDIX B
Fixture Unit Chart
For
Equivalent Units
For
Commercial, Industrial and Institutional Properties
For
Sewer Connection Charges and Sewer Service Charges
When Water Usage Not Metered By Frederick County
Bureau of Water and Sewer

<u>Fixture Type</u>	<u>Trap Size</u>	<u>Fixture Unit Value</u>
Apartment (per apartment)		10
Bathtub with or without integral shower	1½ or 2	4
Combination sink and tray	1½	3
Combination sink and tray with food disposal unit	½ separate	4
Dental unit or cuspidor	1½	1
Dental lavatory	1½	1
Drinking fountain	1½	1
Dishwasher (commercial)	1½	6
Dishwasher (domestic type)	1½	4
Eyewash	1½	1
Floor drain ¹	2	3
Floor drain	3	5
Floor drain	4	6
Floor drain	6	8
Floor drain (demonstration fume hood)	2	3
Floor sink	3	6
Floor sink	4	7
Fume hood with drain	2	2
Trench drains (every 3' min. 9') (per each trench drain)		1

¹Floor drains used to collect water from a series of fixtures will be charged by the fixture units of the fixtures or by the drain size, whichever is greater.

Kitchen sink (domestic type)	1½	4
Kitchen sink (domestic type with food disposal unit)	1½	5
Lavatory	1½	2
Lavatory tray (1 or 2 compartments)	1½	3
Print washer	--	3
Processing sink	--	3
Shower, 2 heads	--	8
Shower, 3 heads	--	12
Shower, 4 heads	--	16
Shower stall (domestic type)	2	4
Showers (group) per head w/2 or more		4
Sinks: Bar with disposer	1½	3
Bed pan	--	6
Classroom	--	3
Mop	2	3
Pot, scullery, etc.	1½	4
Print	--	3
Service	3	3
Surgeon's	1½	3
Three-compartment	--	6
Trailer Park (per pad site)		10
Urinal: Pedestal	3	10
Wall or stall	2	5
Trough (for 18 inch length)		2
Ventilator	2	3
Wash sink (circular or multiples each set of faucets - or 12"	1½	2
Washing machine	1½	4
Water closet	3	10
Water cooler, electric with drain	1½	1

Appendix B-3

Appendix B

Frederick County Division of Utilities and Solid Waste Management Capacity Adjustment Factors for Commercial, Industrial and Institutional Customers

ADJUSTMENT FACTOR IS APPLIED, PER ACCOUNT, TO FIXTURE UNITS IN EXCESS OF TEN (10)

Customer / Business Type	Capacity Adjustment Factor
Animal Care and Services	0.36
Apartment (other than Multi-Story Senior Apartment)	0.45
Apartment - Multi-Story Senior Apartments	0.25
Assisted Living / Nursing / Rehabilitation / Retirement Facility	0.22
Auto Sales / Repair	0.41
Beauty Shop / Nail Salon	0.35
Bowling Alley	0.77
Car Wash	Note 1
Church - WITH Nursery School / Dayschool / Childcare	0.17
Church - WITHOUT Nursery School / Dayschool / Childcare	0.10
College - Non Boarding	0.10
Community Center	0.28
Community Poolhouse / Bath House	0.65
Convenience Store / Gas Station	0.75
Contracting / Construction Services	0.30
Correction Facility	0.49
Daycare / Childcare Center / Nursery School	0.28
Distribution Center	0.34
Dry Cleaner / Laundromat	3.50
Financial Institution (Bank, Credit Union, Mortgage Co., Savings/Loan Co.)	0.22
Fire Company WITH Banquet / Kitchen facilities	0.37
Fire Company WITHOUT Banquet / Kitchen facilities	0.10
Funeral Home	0.50
Grocery Store	0.18
Health Club / Athletic Club / Golf Clubhouse	0.33
Hotel / Motel WITH Restaurant	0.26
Hotel / Motel WITHOUT Restaurant	0.16
Ice Skating Facility	1.07
Irrigation / Outdoor Landscaping / Decorative Water Fountain	Note 2
Library	0.24
Manufacturing Facility	Note 3
Office - Medical or Dental	0.50
Office - Other than Medical / Dental	0.24
Office Park	0.34
Restaurant / Nightclub WITH seating	0.82
Restaurant WITHOUT seating	0.33
Retail	0.54
Retreat Center	0.37
Pool	Note 4
Post Office	0.10
School - Public or Private, Non Boarding	0.10
Shell Building	1.00
Shopping Center / Strip Mall	0.50
Storage Facility	0.34
Trailer Park	0.25
Warehouse	0.34

Appendix B-5

FREDERICK COUNTY
Division of Utilities & Solid Waste Management
Office of Accounting and Finance Support
4520 Metropolitan Court, Frederick, MD 21704
301-600-1179 (office) • 301-600-2998 (fax)

Water & Sewer Capacity Adjustment Factor Worksheet

I understand that, based on the information I have provided to the Frederick County Division of Utilities and Solid Waste Management, Water and Sewer Capacity Fees have been calculated as shown below:

Property Tax ID#: _____ Building Permit: _____

Doing Business As: _____ Unit #: _____

Unit Address: _____

Fixture Units Paid for (this application): _____ Full _____ Weighted _____

Customer/Business Type: _____

Capacity Adjustment Factor Used in Fee Calculations: _____

In addition, I understand and agree that if the Customer/Business Type the County has assigned to this property changes OR if the water consumption/wastewater discharge amount varies significantly from the Capacity Adjustment Factor assigned to the Customer/Business Type assigned to the property I may be subject to additional capacity fees.

CERTIFICATION STATEMENT: The owner or its authorized signatory must sign this statement.

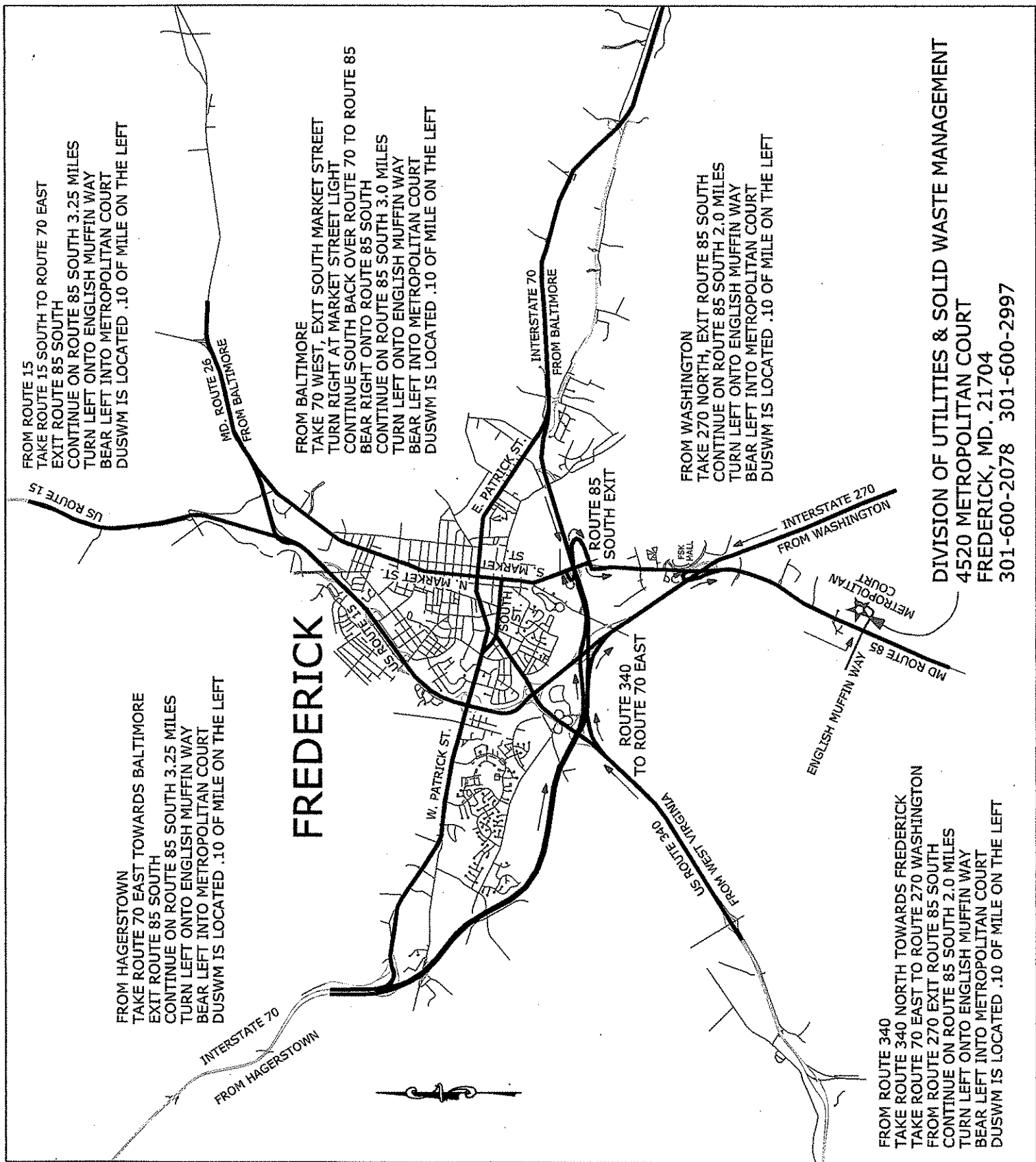
I certify under penalty of law that this document was prepared based on information provided by me and, the information provided, to the best of my knowledge and belief, is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines.

Property Owner Name _____ Date _____

Authorized Signature _____ Title _____

Printed Name _____ Witness _____

Attachment #12
follows this
sheet



DIVISION OF UTILITIES & SOLID WASTE MANAGEMENT
 4520 METROPOLITAN COURT
 FREDERICK, MD. 21704
 301-600-2078 301-600-2997



PERMITTING AND DEVELOPMENT REVIEW DIVISION
FREDERICK COUNTY, MARYLAND
Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701
Phone (301) 600-2313 • Fax (301) 600-2309

PLAN REVIEW SUBMITTAL REQUIREMENTS
CHECKLIST FOR SINGLE FAMILY DWELLING

ATTACHMENT (C)

- ☐ 1) Two complete sets of plans for submittal; one set will be returned to you with approved permit.
- ☐ 2) Plans must be to scale. 1/4" scale is preferred; minimum acceptable scale is 3/16".
- ☐ 3) Overall square footage and dimensions of dwelling must be noted.
- ☐ 4) Floor plans for each level including foundation (i.e., crawl space/basement), first floor, second floor, lofts/attic. All rooms and unfinished areas must be labeled.
- ☐ 5) Elevation plan. Plan needs to show height of building; refer to Zoning Information sheet for "Determining Height of Building".
- ☐ 6) Wall Section.
- ☐ 7) Framing Plan.
- ☐ 8) MODULAR DWELLINGS: Industrialized Dwellings (modular homes) need to be approved by the Maryland Department of Housing and Community Development Department of Maryland Codes Administration prior to submittal of plans. Provide plans for any auxiliary areas such as a garage, carport, porch, or deck.
- ☐ 9) MOBILE HOMES: Manufactured Dwellings (mobile homes) are pre-approved by HUD and approval plate must be posted within the dwelling. Provide specifications showing pier locations, size and spacing, location of tie-downs and a floor plan of the unit.

Please see attachment for important Plan Review information regarding plan submittals.



Plan Submittal Requirements **Single Family Dwelling**

Part I - Types of Plans

Acceptable:

- 1) Architectural Signed and Sealed Plans are not required for a single family dwelling, however, they are recommended. All plans, whether signed and sealed or not, must meet the requirements in Part II and Part III below.
- 2) Plan Service Plans (Magazine Plans) are acceptable, however, the plans need to be edited to reflect final design, i.e. including but not limited to: foundation, roof framing, overall dimensions, room sizes etc. Any revisions to plans should be done in blue or black ink (NOT IN RED!). All changes must be made on both sets. Per Federal Copyright Protection Laws, "Magazine Plans" should be originals.
- 3) Industrialized Dwellings (modular homes) need to be approved by the Maryland Department of Housing and Community Development Department of Maryland Codes Administration prior to submittal of plans. Provide plans for any auxiliary areas such as a garage, carport, porch, or deck.
- 4) Manufactured Dwellings (Mobile Homes) are pre-approved by HUD and approval plate must be posted within the dwelling. Provide specifications showing pier locations, size and spacing, location of tie downs and a floor plan of the unit. If manufactured dwelling is to have a crawl space or basement submit plans for and include information per item 1 of Required Minimum Sheets/Pages Per Construction Set. (see part II below).

Not Acceptable:

- 1) Reverse or Mirrored Plans cannot be accepted. If house plans are reverse or mirrored to what will be built on the lot, simply note on building plans.
- 2) Electronic Submissions – Electronic documents cannot be accepted at this time.

Part II - Minimum Specifications Required for Plan Submittal

- 1) Plans need to be to scale – ¼" to a foot preferred, minimum 3/16" to a foot. The plans should be ledger size – 11"X17" or larger, stapled on left side, not taped or spliced. Electrical, plumbing and mechanical plans are not required, however, plans should show location and quantity of major fixtures, appliances, and devices.
- 2) Specifications and literature relevant to method of construction, i.e., minimum design loads, minimum insulation values, size, types and species of framing lumber, and foundation system.
- 3) Indicate all engineered beams, joists, and trusses/rafters. For engineered joists, note manufacturer, sizes, series, and spacing. Floor truss framing and roof framing layouts from supplier is recommended.
- 4) Overall square footage and dimensions of dwelling need to be indicated. Indicate finished and unfinished square footage. Unfinished areas include, but are not limited to: garage, carport, covered/screen porch, deck, and unfinished interior areas.

Part III – Required Minimum Information for Each Set of Construction Plans

- 1) **Floor plans** for each level, including foundation (i.e., crawl space/basement), first floor, second floor, loft/attic. The floor plans will include the following:
 - a. All dimensions
 - b. All rooms labeled.
 - c. Windows and doors with location and dimensions of each.
 - d. Stairs
 - e. Fireplaces/woodstove
 - f. Duct/plumbing chases/shafts
 - g. Location of kitchen appliances
 - h. Location of bathroom fixtures
- 2) **Elevation plans** will include the following:
 - a. Doors and windows
 - b. Roof Pitches
 - c. Estimated finish grade lines
 - d. Exterior finished materials
 - e. Height of building (refer to information sheet “Determining Height of Building”).
- 3) **Wall Section (minimum of one)** will include the following major building components, labeled and sized, including but not limited to:
 - a. Footing; foundation wall type and material; foundation drainage, damp proofing/waterproofing, sill plates and anchoring
 - b. Floor framing, wall framing including exterior and interior sheathing and finishes
 - c. Roof framing, including interior and exterior finishes, roof ventilation, roof drainage, and building envelope insulation values
 - d. Insulation: if using prescriptive insulation requirements, indicate R-values or provide REScheck Calculations – see free government web site www.energycodes.gov for downloadable worksheet.
- 4) **Relevant Framing Plans** will include:
 - a. Location and size of beams (engineered lumber, steel or sawn lumber)
 - b. Footings
 - c. Floor joists (series, size, spacing and direction)
 - d. Roof rafters (size, spacing and direction)
 - e. Engineered trusses – provide truss framing diagram (specifications are not required at time of submittal unless required by the Plan Reviewer during review. Truss specifications are required to be at construction site at the time of the framing inspection.

Part IV - General Misc. Information

Please submit any literature or information for any material or system you are proposing to use that is not considered standard construction, i.e., ICF foundation, SIP assemblies, gutter alternatives, etc. Products with an ICC Report are accepted, otherwise they are subject to approval by the Plan Reviewer for code compliance. Submitting plans in accordance with the requirements listed will prevent delays in the review process.

If you have any question regarding these Plan Review submittal requirements, please contact the Residential Plan Reviewer at 301-600-1085.



PERMITTING AND DEVELOPMENT REVIEW DIVISION
FREDERICK COUNTY, MARYLAND
Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701
Phone (301) 600-2313 • Fax (301) 600-2309

PLAN REVIEW SUBMITTAL REQUIREMENTS
CHECKLIST FOR SHEDS

ATTACHMENT (C)

If shed will be used for motor vehicles, please do not use this checklist.

- ☐ 1) For all stick built sheds 150 square feet or over submit two sets of plans; one set will be returned to you with approved permit. Construction plans should be drawn to scale.
- ☐ 2) For a prefab shed, please submit manufacturer's literature.
- ☐ 3) SHEDS UNDER 400 SQ. FT. require only tie-down anchors. Show anchor type and locations.
- ☐ 4) SHEDS 400 SQ. FT. AND LARGER require permanent perimeter footings and foundation plan.

Construction plans shall include the following:

- ☐ 5) Elevation plans showing all sides of shed. Plan needs to show height of building; refer to Zoning Information sheet for "Determining Height of Building".
- ☐ 6) Full cross sectional drawing.
- ☐ 7) Framing plan should include post, beam, joist, rafter size, location and spacing. Provide grade and species of framing lumber.
- ☐ 8) If roof trusses are being used, provide truss drawing(s) with minimum roof top chord live load of 30 lbs. per square foot (or 40 lbs. per sq. ft. ground snow load).



PERMITTING AND DEVELOPMENT REVIEW DIVISION
FREDERICK COUNTY, MARYLAND
Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701
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PLAN REVIEW SUBMITTAL REQUIREMENTS
CHECKLIST FOR GAZEBOS

ATTACHMENT (C)

Two sets of framing plans; one set will be returned to you with your approved Building Permit. Plans should be to scale, with scale indicated on plans. An elevation plan showing height of gazebo above grade is helpful. If additional information is required for the plan review, you will be notified. If you have any questions concerning these requirements, please contact Plan Review, at 301-600-3474 or 301-600-2313.

Framing plans need to include the following items:

- ☐ 1) Dimensions of new structure clearly indicated.
- ☐ 2) Joist size and spacing, with direction of joists shown.
- ☐ 3) Size and location of beams.
- ☐ 4) Size and location of posts showing the span between posts.
- ☐ 5) Footing detail with depth of footing, diameter and thickness of concrete.
- ☐ 6) If there is to be a cantilever, indicate the size from end of deck to the post.
- ☐ 7) COMPOSITE OR PVC RAILING OR DECKING: indicate manufacturer and brand name (must be on approved list).
- ☐ 8) Roof detail showing rafter size, spacing and header information. Provide grade and species of framing members.
- ☐ 9) If a prefab gazebo on grade, it must be tied-down. Show anchor type and locations.

Also, it is very helpful if you also indicate the decking material, size and direction of decking, the guardrail information with height, spacing and materials used, and if you are attaching to the house, show the bolt size and spacing. This helps our reviewer do your plan review in less time.

A Deck Information Guide is available from this department, or on the County website at:
www.co.frederick.md.us.



PERMITTING AND DEVELOPMENT REVIEW DIVISION
FREDERICK COUNTY, MARYLAND
Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701
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PLAN REVIEW SUBMITTAL REQUIREMENTS
CHECKLIST FOR DECKS

ATTACHMENT (C)

Two sets of framing plans; one set will be returned to you with your approved Building Permit. Plans should be to scale, with scale indicated on plans. An elevation plan showing height of deck above grade is helpful. If additional information is required for the plan review, you will be notified. If you have any questions concerning these requirements, please contact Plan Review, at 301-600-3474 or 301-600-2313.

Framing plans need to include the following items:

- ☐ 1) Dimensions of new structure clearly indicated.
- ☐ 2) Joist size and spacing, with direction of joists shown.
- ☐ 3) Size and location of beams.
- ☐ 4) Size and location of posts showing the span between posts.
- ☐ 5) Footing detail with depth of footing, diameter and thickness of concrete.
- ☐ 6) If there is to be a cantilever, indicate the size from end of deck to the post.
- ☐ 7) COMPOSITE OR PVC RAILING OR DECKING: indicate manufacturer and brand name (must be on approved list).
- ☐ 8) STAIRS: if deck is to have stairs, show:
 - a. stair width
 - b. step detail with stringer location
 - c. handrail location
 - d. the number of steps
 - e. guardrail height and location
- ☐ 9) DWELLING ELEVATION AT DECK LOCATION: Please provide this office with an elevation drawing showing deck with stairs (if applicable) and the distance from stairs to locations of all window and door openings.

Also, it is very helpful if you also indicate the decking material, size and direction of decking, the guardrail information with height, spacing and materials used, and if you are attaching to the house, show the bolt size and spacing. This helps our reviewer do your plan review in less time.

A Deck Information Guide is available from this department, or on the County website at:
www.co.frederick.md.us.

DECK INFORMATION GUIDE

FREDERICK COUNTY DEPARTMENT OF PERMITS AND INSPECTIONS
30 NORTH MARKET STREET FREDERICK, MD 21701 (301) 600-2313 OR (301) 600-1083
(This guideline assumes all lumber to be pressure-treated Southern Pine.)

1. **GENERAL:**
 - All wood should be pressure-treated or an approved alternative.
 - Any PVC or composite decking and/or railing used **must be approved by Frederick County**. See current list available.
 - Metal connectors should be galvanized or an approved alternative.
 - Deck structures shall be designed for a minimum 40 lb. per sq. ft. live load.
2. **PLANS:**
 - 2 sets of plans drawn to scale showing all proposed levels are required. Framing plans need to clearly show each level. **Computerized plans from Home Centers/Lumber Yards with separate material list will not be accepted unless the framing plans have the structural elements clearly labeled on the drawings themselves.**
3. **FOOTINGS:**
 - Poured concrete footings should be a minimum of 8" wider than the posts (4x4 post - 12" min. width, 6x6 post - 14" min. width).
 - The bottom of footings must be a minimum of 30" below finish grade level.
 - Footings must be a min. of 8" thick below post bottom.
 - Suggest footings be placed at least 48" away from the house foundation to avoid the back-filled area. (The ledger board may need to be lagged to the house depending on joist selection. See Number 6.)
4. **POSTS:**
 - Post can be set directly on the footing with tamped back-fill, enclosed in concrete below grade, or on top of a pier at grade with an approved post anchor.
 - Posts should be a minimum 4x4 lumber size. Recommend using 6x6 lumber size for posts over 8'-0" tall.
 - For posts over 10'-0" tall recommend cross bracing.
5. **BEAMS:**
 - Beams must be solidly connected to the posts and joists.
 - Maximum beam span between posts is as follows:
2 - 2 x 8's - 6' 2-2 x 10's - 8' 2-2 x 12's - 10'
 - Note: Certain framing conditions may change these allowable spans.**
6. **JOISTS:**
 - Joists can be set in hangers on the face of the beam or cantilevered over the top of the beam. (See Table 1.)
 - For best strength the maximum cantilever distance should not exceed:
2 x 8's: 2' 2 x 10's: 3' 2 x 12's: 4'
7. **LEDGERS:**
 - Ledgers should be the same size lumber as the joists or larger and shall be properly bolted to **solid structural material** of the house (not sheathing). Decks or a portion of a deck may be required to be self supporting when attaching to an existing house cantilever. Also, if the house bandboard cannot be verified as structurally adequate, then the deck must be free-standing.

Bolt Size and Spacing:

Joist Span:	6'	7' - 8'	9' - 11'	12' - 14'	15' - 16'	16' on up
Bolt Size:	1/2"	1/2"	1/2"	1/2"	5/8"	3/4"
Bolt Spacing:	24"	18"	16"	12"	12"	12"

8. DECKING:

- When using different species of lumber or composite material follow the manufacturer's recommendations.
- Suggestion: To strengthen the deck structure the decking may be set at a 45 degree angle across the joists.

9. RAILS:

- Guardrails on decks shall be a minimum of 36" in height above the deck surface and are **required** on decks over 30" above ground level. Railing systems shall be able to resist a concentrated load of 200 lbs. on or against the top rail at any point and direction.
- Guardrail in-fill shall be designed to withstand a horizontally applied normal load of 50 lbs. per sq. ft.
- Guardrails on stairs must be 34" minimum height above the tread nosing, if the stairs are 30" above grade..
- Balusters/pickets shall have no more than a 4" space between them on flat surfaces and no more than 4-3/8" spaced along run of stair.
- Continuous graspable handrails on stairs shall be between 34" and 38" above the tread nosing and are **required** on stairs of 4 or more risers. The handgrip portion shall have a circular cross section of 1 1/4" inches minimum to 2 inches maximum.
- Required guardrails shall **not** be constructed with horizontal rails or other ornamental patterns that result in a ladder effect.

10. STAIRS:

- Minimum stair width is 3'.
- Maximum riser is 8 1/4".
- Maximum riser opening if 30" above grade is 4".
- Minimum tread is 9" measured horizontally between the leading edge of nosing
If tread depth is a minimum of 11" no nosing is required.
- The greatest riser height/tread depth within any flight of stairs shall not exceed the smallest height/depth by more than 3/8".
- 2 x 12 stringers on stairs are required to be a maximum of 24" O.C.
- All interior and exterior stairways shall be provided with a means to illuminate the stairs, including the landings and treads.

TABLE-1

Max Beam Spans Between Posts - #2 Southern Pine

Joist Span	2-2x6	2-2x8	2-2x10	2-2x12
6'	9'	11'	14'	16'
8'	7'	10'	12'	14'
10'	7'	9'	10'	12'
12'	6'	8'	10'	14'
14'	6'	7'	9'	10'
16'	5'	7'	8'	10'
With 2' Cantilever				
6' +2'	7'	9'	11'	12'
8' +2'	6'	8'	10'	11'
10' +2'	6'	7'	9'	10'
12' +2'	5'	7'	8'	10'
14' +2'	5'	6'	8'	9'
16' +2'	5'	6'	7'	9'

TABLE-2

Maximum Joist Span - #2 Southern Pine

Joist Size	Joist Spacing	Max Span
2x6	12" o. c.	10' - 9"
	16" o. c.	9' - 9"
	24" o. c.	8' - 6"
2x8	12" o. c.	14' - 2"
	16" o. c.	12' - 10"
	24" o. c.	11' - 0"
2x10	12" o. c.	18' - 0"
	16" o. c.	16' - 1"
	24" o. c.	13' - 1"
2x12	12" o. c.	21' - 9"
	16" o. c.	18' - 10"
	24" o. c.	15' - 5"

Code References:

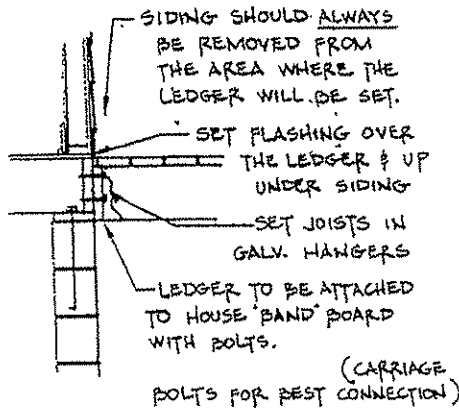
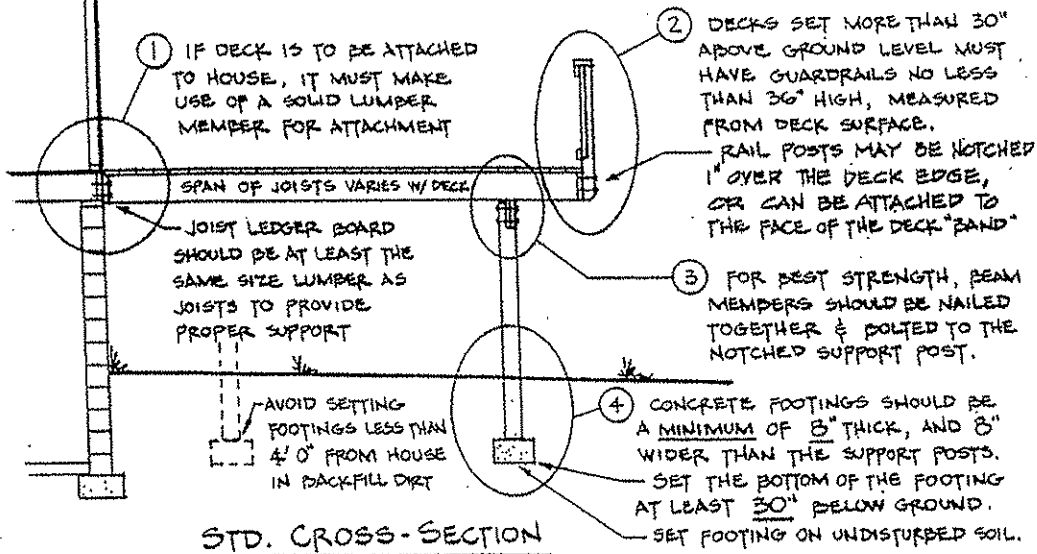
ICC International Building Code 2006

ICC International Residential Code 2006

Frederick County Ordinance # 08-181-494

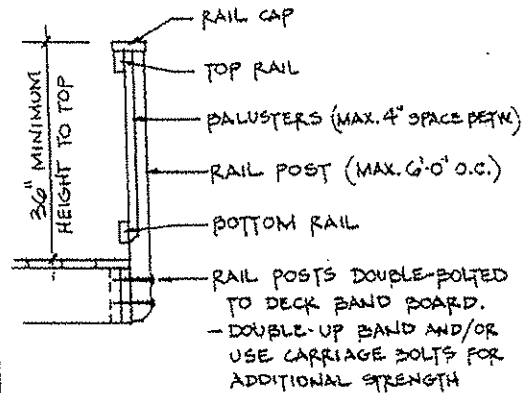
Revised 1/14/09

STANDARD DECK CONSTRUCTION INFO



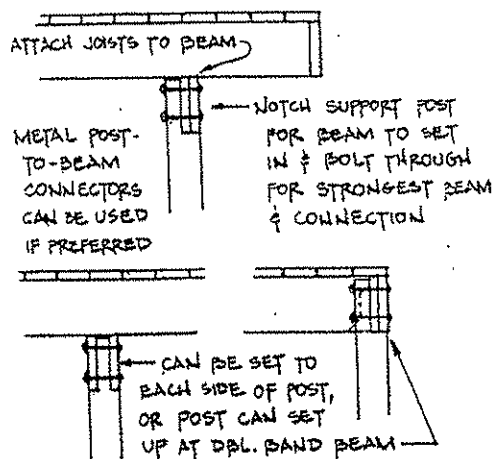
1 LEDGER DETAIL

SHOWN FOR FRAME/SIDING CONDITION

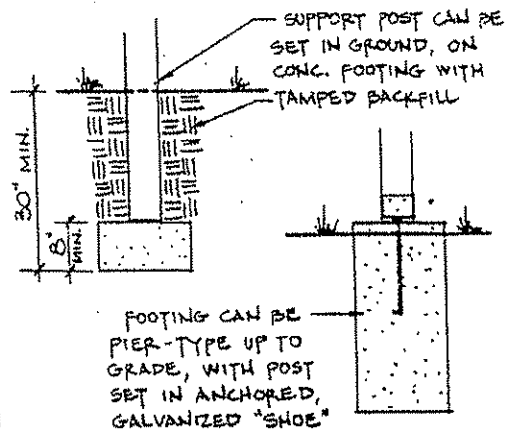


2 RAILING DETAIL

TYPICAL DETAIL - MANY VARIATIONS AVAILABLE



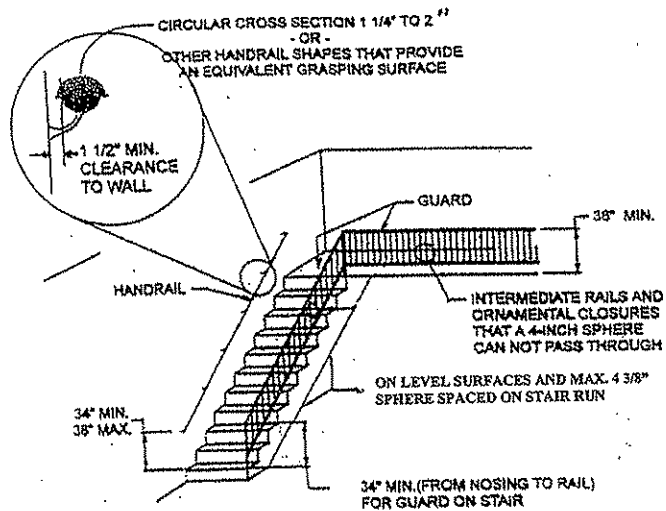
3 BEAM/POST DETAIL



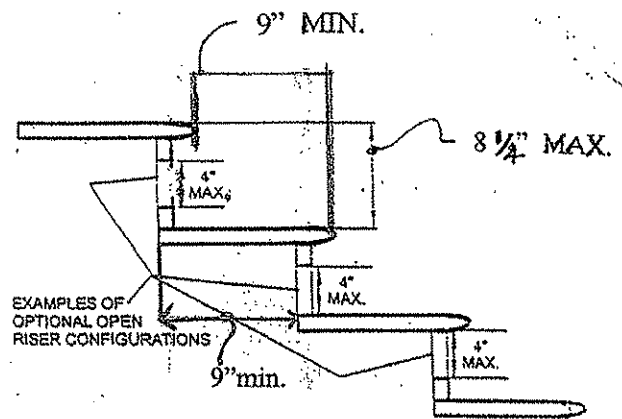
4 FOOTING DETAIL

(OVER)

Handrail/Guardrail



If a stairway has four or more risers, then the stairway requires a handrail on at least one side.



TREAD/RISER PROFILE

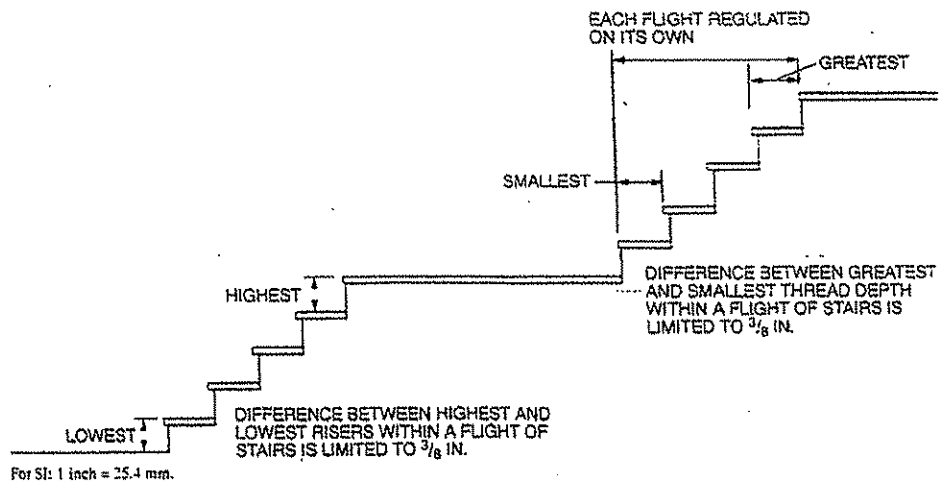
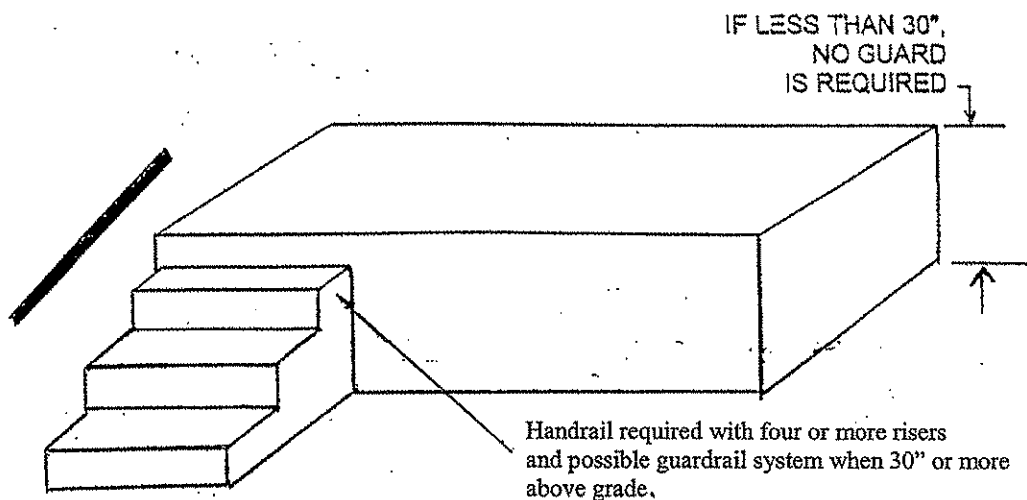


Figure R311.5.3.1(2)
STAIR TOLERANCES

A LIST OF APPROVED PRODUCTS FOR USE AS DECKING & RAILING

Revised 06/27/08

<u>Certainteed Corp. – Boardwalk Decking</u>	- Comp.	NER - 576
<u>Certainteed Corp. – Boardwalk Guardrails</u>	- Comp.	NER - 576
<u>Certainteed Corp. – Decking</u>	- PVC	NER - 605
<u>Certainteed Corp. – Railing</u>	- Cambridge/Country & Oxford/ Olympia - PVC	NER – 605
<u>Certainteed Corp. – Railing</u>	- Kingston (Keystone) PVC	NSR - 1555
<u>ChoiceDek – Decking</u>	- Composite	NER – 596
<u>ChoiceDek – Guardrail</u>	- Composite	NER – 596
(Also Known as Classic, Plus, Dreamworks, Life Cycle, MoistureShield, or A.E.R.T.)		NER – 596
<u>Correct Deck</u>	- Composite	NER – 688
<u>Correct Railing</u>	- Composite	ESR – 1341
<u>Country Estate Railing System</u>	- PVC	BOCA Research Report # 21-76
<u>Dream Deck (Dreamspace)</u>	- PVC	BOCA Research Report # 97-55
<u>Dream Rail (Dreamspace)</u>	- PVC	BOCA Research Report # 97-55
<u>Deck America – Decking</u>	- Wood	93-52.01
<u>Deck America – Railing</u>	- Wood	93-52.01
<u>Eagle & Cardinal Polyvinyl Railing – Digger “Polyrail”</u>	<u>Specialties, Inc.</u> - PVC	BOCA Research Report # 21-42
<u>Elk Cross Timber Decking</u>	- Composite	ESR - 1590
<u>Elk Cross Timber Guardrail System</u>	- Composite	ESR – 1590
<u>eON - Decking</u>	- PVC	ESR – 1300
<u>Epoch Decking (Evergrain)</u>	- Composite	ESR - 1625
<u>Epoch Railing (Evergrain)</u>	- Composite	ESR – 1625
<u>Epoch Tam-Rail</u>	-PVC	BOCA Research Report #22-22
<u>Fairway Railings</u>	- PVC	ESR - 2321
<u>Fiberon Decking</u>	- Composite	BOCA Research Report # 22-41
Including Veranda		
<u>Fiberon Railing</u>	- Composite	BOCA Research Report # 22-41
Home Series, Sever Weather, Professional Series		
<u>GEODECK - decking</u>	- Composite	BOCA Research Report # 21-71
<u>GEODECK - railing</u>	- Composite	BOCA Research Report # 21-71

<u>Homeland Vinyl Products Inc. Decking - PVC</u> "Gorilla Deck"	NSR – 1657*
<u>Homeland Vinyl Products Inc. Railing – PVC</u> T-Rail, R-Rail & Rectangular Rail systems	NSR – 1657*
<u>L.B. Plastics - Decking</u> - PVC	NER – 571
<u>L.B. Plastics – PVC Railing System –</u> Sheerline Series 3300 with galvanized steel U Channel	ESR - 1912
<u>Millennium Decking, Inc – Decking – Composite</u>	ESR – 1603
<u>Premier Decking & Railing – Composite</u>	ESR – 1481*
<u>Premier Composite Railing – Composite</u>	NER – 709
<u>Procell Decking</u> - Composite	ESR – 1667
<u>Railing Dynamics, Inv. - Railing – Types</u> "Colonial", "Edgewater", "Capitiva", "Avalon", & "Novaline" – <u>Endurance</u> PVC with top & bottom rails having alum. reinforcement inserts.	NER - 701
<u>Royal Crown Limited – Decking – (Deck Lok) – PVC</u>	ESR – 1051*
<u>Teck Deck – Flooring</u> - PVC	BOCA Evaluation Report # 21-26
<u>Teck Railing</u> - PVC "Windjammer"	BOCA Evaluation Report # 21-26
<u>Timber Tech Decking – Flooring – Composite</u> T & G planks (2x6 boards)	ICC 2325
<u>Timber Tech Railing</u> - Composite	ESR – 1400
<u>Trex Co's – Trex (Decking)</u> - Composite	ESR – 1190
<u>Trex Co.'s – Baluster & Rail Post</u> - Composite	ESR – 1190
<u>Veka Inc. – Decking</u> - PVC	ESR – 1469
<u>Veka Inc. – Railing</u> - PVC	ESR - 1850*
Separate graspable handrail will be required for stairs	
<u>Veranda (Fiberon) (Home Depot name sells under)</u>	# 22-41*
<u>WeatherBest Decking</u> - Composite	ESR – 1088*
<u>WeatherBest Railing</u> -Composite	ESR – 1088*
<u>Westech Fence's Presidio Vinyl Decking System</u> -PVC	NER - 710
<u>Westech Fence Vinyl Guardrail Systems</u> – PVC	NER – 710



PERMITTING AND DEVELOPMENT REVIEW DIVISION
FREDERICK COUNTY, MARYLAND
Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701
Phone (301) 600-2313 • Fax (301) 600-2309

PLAN REVIEW SUBMITTAL REQUIREMENTS
CHECKLIST FOR GARAGES (Residential Code)

ATTACHMENT (C)

- This checklist applies to both attached garages and detached garages except where noted.
- A garage is defined as having an overhead or sliding door, used for automobile storage.
- A detached garage for a property with residential zoning is limited in size. The total square footage of all floors of the accessory structure shall not exceed that of the dwelling; the footprint of the accessory structure may not exceed the greater of:
 - (a) One-half of the footprint of the principal dwelling; or
 - (b) Six hundred square feet.



- 1) Two sets of plans for submittal; one set will be returned to you with approved permit.
- 2) Construction plans must be drawn to scale; 1/4" = 1 foot is preferred.

Construction plans shall include the following:



- 1) Footings and foundation plan.



- 2) Plans must show a minimum 4-inch slab floor sloping to garage door opening(s).



- 3) Elevation plans showing all unique sides of garage. Plan needs to show height of building; refer to Zoning Information sheet for "Determining Height of Building".



- 4) Full cross sectional drawing.



- 5) Wall and roof framing plans. Indicate beams, headers, post sizes and location of all on drawings.



- 6) If roof trusses are being used, provide truss drawing(s) with minimum top chord roof live load of 30 lbs. per square foot.



- 7) If garage is to be **attached** to the dwelling, it is required to have a light, light switch, and receptacle per the electrical code. You must indicate "Y" (YES) on your building permit application for the answer to the question, "Any new electrical work involved?" A separate electrical permit is required for an attached garage.



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PLAN REVIEW SUBMITTAL REQUIREMENTS
CHECKLIST FOR POLE BUILDINGS (Residential Code)

ATTACHMENT (C)

If pole barn will be used for motor vehicles, please do not use this checklist.

- ☐ 1) Two sets of plans for submittal; one set will be returned to you with approved permit. Please note that brochures or photos from manufacturers are not adequate for plan review.
- ☐ 2) Construction plans must be drawn to scale; $\frac{1}{4}" = 1$ foot is preferred.

Construction plans shall include the following:

- ☐ 3) Footings and foundation plan.
- ☐ 4) Elevation plans. Plan needs to show height of building; refer to Zoning Information sheet for "Determining Height of Building".
- ☐ 5) Full cross sectional drawing.
- ☐ 6) Wall and roof framing plans. Please indicate location, size, spacing, grade and species of lumber for framing members (i.e. rafters, headers, poles, etc.).
- ☐ 7) If roof trusses are being used, provide truss drawing(s) with minimum roof top chord live load of 30 lbs. per square foot (or 40 lbs. per sq. ft. ground snow load).



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PLAN REVIEW SUBMITTAL REQUIREMENTS
CHECKLIST FOR RETAINING WALL

ATTACHMENT (C)

- ☐ 1) Two sets of construction plans; one set will be returned to you with the approved permit.
- ☐ 2) Construction plans must be drawn to scale, with the scale indicated (i.e., $\frac{1}{4}" = 1 \text{ ft.}$). Any retaining wall that retains more than 48 inches of fill requires plans that are designed by a Professional Architect or Professional Engineer (P.E.) of Record. The plans shall have the signature and seal of the professional on each page. (Reference: International Residential Code, R106.1, Submittal documents.)
- ☐ 3) Please complete the following information and attach this sheet to the construction plans:
- ☐ a. Height of the retaining wall from finished grade to top of wall on *front* side of wall: _____.
 - ☐ b. Height of the retaining wall from finished grade to top of wall on *rear* side of wall: _____.
 - ☐ c. Circle the construction type of the proposed retaining wall:
 - Wood
 - CMU
 - Poured Concrete
 - Dry-Stacked



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PLAN REVIEW SUBMITTAL REQUIREMENTS
CHECKLIST FOR COVERED/SCREENED PORCHES

ATTACHMENT (C)

Two sets of framing plans; one set will be returned to you with your approved Building Permit. Plans should be to scale, with scale indicated on plans. An elevation plan showing height of porch above grade is helpful. If additional information is required for the plan review, you will be notified. If you have any questions concerning these requirements, please contact Plan Review, at 301-600-1086 or 301-600-2313.

Framing plans need to include the following items:

- ☐ 1) Dimensions of new structure clearly indicated.
- ☐ 2) Joist size and spacing, with direction of joists shown.
- ☐ 3) Size and location of beams.
- ☐ 4) Size and location of posts showing the span between posts.
- ☐ 5) Footing detail with depth of footing, diameter and thickness of concrete.
- ☐ 6) If there is to be a cantilever, indicate the size from end of porch to the post.
- ☐ 7) COMPOSITE OR PVC RAILING OR DECKING: indicate manufacturer and brand name (must be on approved list).
- ☐ 8) Roof detail showing rafter size, spacing, and header information. Provide lumber grades and species for framing members.
- ☐ 9) If roof trusses are being used, provide truss drawing(s) with minimum roof top chord live load of 30 lbs. per square foot (or 40 lbs. per square foot ground snow load).
- ☐ 10) STAIRS: if porch is to have stairs, then show: a) stair width b) step detail with stringer location
c) handrail location d) the number of steps e) guardrail height and location
- ☐ 11) DWELLING ELEVATION AT PORCH LOCATION: Please provide this office with an elevation drawing showing porch with stairs (if applicable) and the distance from stairs to locations of all window and door openings.

Also, it is very helpful if you also indicate the decking material, size and direction of decking, the guardrail information with height, spacing and materials used, and if you are attaching to the house, show the bolt size and spacing. This helps our reviewer do your plan review in less time.

A Deck Information Guide is available from this department, or on the County website at:
www.co.frederick.md.us.



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Department of Permits and Inspections

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PLAN REVIEW SUBMITTAL REQUIREMENTS
CHECKLIST FOR CARPORTS (Residential Code)

ATTACHMENT (C)

- ☐ 1) Two sets of plans for submittal; one set will be returned to you with approved permit. Please note that brochures or photos from manufacturers are not adequate for plan review.
- ☐ 2) Construction plans must be drawn to scale; 1/4" = 1 foot is preferred.

Construction plans shall include the following:

- ☐ 3) Footings and foundation plan.
- ☐ 4) Elevation plans. If an attached carport show existing house on elevation plans. Plan needs to show height of building; refer to Zoning Information sheet for "Determining Height of Building".
- ☐ 5) Full cross sectional drawing.
- ☐ 6) Roof framing plans. Indicate rafter size and spacing, headers, post sizes and location. Provide grade and species of framing members.
- ☐ 7) If roof trusses are being used, provide truss drawing(s) with minimum roof top chord live load of 30 lbs. per square foot (or 40 lbs. per sq. ft. ground snow load).



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PLAN REVIEW SUBMITTAL REQUIREMENTS
CHECKLIST FOR PAVILIONS (Residential Code)

ATTACHMENT (C)

If pavilion will be used for motor vehicles, please do not use this checklist.

- ☐ 1) Two sets of plans for submittal; one set will be returned to you with approved permit. Please note that brochures or photos from manufacturers are not adequate for plan review.
- ☐ 2) Construction plans must be drawn to scale; 1/4" = 1 foot is preferred.

Construction plans shall include the following:

- ☐ 3) Footings and foundation plan.
- ☐ 4) Elevation plans. Plan needs to show height of building; refer to Zoning Information sheet for "Determining Height of Building".
- ☐ 5) Full cross sectional drawing.
- ☐ 6) Roof framing plans. Please indicate location, size, spacing, grade and species of framing members (i.e. rafters, headers etc.).
- ☐ 7) If roof trusses are being used, provide truss drawing(s) with minimum roof top chord live load of 30 lbs. per square foot (or 40 lbs. per sq. ft. ground snow load).

Attachment #14
follows this
sheet

PLAN REVIEW TIMEFRAMES FOR INITIAL REVIEW

Due Dates are calendar weeks, not business or working days.

A/P Type	Type of Construction	Comments Due
Demolition	Residential demo, entire building	1 Week
	Residential demo, partial building	2 Weeks
	NonResidential demo, entire building	1 Week
	NonResidential demo, partial building	2 Weeks
Non Residential	Shell/Core/Vanilla Box	2 Weeks
	Small Scale (less than 5,000 sf)	3 Weeks
	Large Scale (5,000 sf or more)	4 Weeks
	Tenant Fit-Outs	2 Weeks
	Schools	4 Weeks
	Churches	4 Weeks
	Government Buildings	4 Weeks
	Medical Facilities	4 Weeks
Residential (Dwellings)	Apartments	3 Weeks
	Blankets that are approved	1 Week
	Blankets that are new	3 Weeks
	Condos	3 Weeks
	Duplex or Two Family	3 Weeks
	Single Family Dwellings - Non Blanket	3 Weeks
	Townhouses	3 Weeks
Residential Uses	Additions	2 Weeks
	Decks	1 Week
	Finished Basements	1 Week
	Garages - Non Blanket	2 Weeks
	Garages - Blanket	1 Week
	Hot Tubs	1 Week
	Pole Buildings	2 Weeks
	Porches	1 Week
	Sheds	1 Week
	Sunrooms, framed and modular	2 Weeks
	Swimming Pools	1 Week
	All residential uses not assigned to another	2 Weeks
Signs	All signs	1 Week
Tanks	Residential tanks	1 Week
	NonResidential tanks	2 Weeks
Trailers	All Types of Portables & Trailers	2 Weeks
Use Permits	Home Occupation	2 Weeks
	Land Use	2 Weeks

Attachment #15
follows this
sheet

Current Codes as of October 1, 2008

The complete Frederick County Code of Ordinances including Building, Electrical, Plumbing Amendments, Excise Tax Ordinance, Impact Fee Ordinance, etc.

BUILDING CODE ORDINANCE (including amendments)

- 2006 ICC International Building Code (IBC) w/amendments
- 2006 ICC International Residential Code (IRC) w/amendments
- 2006 ICC International Residential Code, Chapter 11, Energy Efficiency (Residential Only) w/amendments

ELECTRICAL CODE ORDINANCE (including amendments)

- 2008 NEC National Electrical Code (NFPA 70)

PLUMBING CODE ORDINANCE (includes amendments)

- 2006 ICC International Plumbing Code (IPC) w/amendments

FUEL GAS CODE (includes amendments)

- 2006 ICC International Fuel Gas Code (IFGC), excluding Chapter 1- Administration

MECHANICAL CODE REFERENCED

- 2006 ICC International Mechanical Code (as referenced by the IBC 2006)

UNIFORM FIRE CODE *Updated January 1, 2007

- 2006 NFPA 1 Fire Prevention Code (National Fire Protection Association) w/amendments, per State code found below:
 - State of Maryland Fire Prevention Code

LIFE SAFETY CODE *Updated January 1, 2007

- 2006 NFPA 101 Life Safety Code (National Fire Protection Association) w/amendments, per State code found below:
 - State of Maryland Fire Prevention Code

ACCESSIBILITY CODE

- Maryland Accessibility Code, COMAR Section 05.02.02
<http://mdcodes.umbc.edu/dhcd2/access.htm>

ENERGY CODE

- 2006 ICC International Energy Conservation Code, Chapter 4, or
2006 ICC International Residential Code, Chapter 11 (Residential Only)
- 2006 ICC International Energy Conservation Code, Chapter 5,
2006 ICC International Building Code, Chapter 13 (Commercial Only)
-or-
- ANSI/ASHRAE/IESNA 90.1-2004, for Energy Standards for Buildings except for Low-Rise Residential Buildings (Commercial only)
- Public Utility Companies Article, Subsections 7-401---7-408, Annotated Code of Maryland

REHABILITATION CODE

- Maryland Building Rehabilitation Code COMAR 05.16.01
<http://mdcodes.umbc.edu/dhcd2/rehab-new.htm>

STATE OF MARYLAND BUILDING STANDARDS

- Maryland Building Performance Standards COMAR 05.02.07
<http://mdcodes.umbc.edu/dhcd2/bcodes-new.htm>

Attachment #16
follows this
sheet

Office Of Life Safety Overview

Feb.'09

The Office of Life Safety strives to provide optimum permitting, inspection and fire code enforcement services to protect the health, safety and welfare of the citizens of Frederick County. The responsibilities of this department are:

- (a) The review, issuance and inspection of Suppression Systems, Fire Alarm & Detection Systems & Smoke Control Permits. The reviewing & approving agency of building permits in regards to the adopted Life Safety and Uniform Fire Codes.
- (b) Conduct the required Life Safety Final inspection on Building Permits.
- (c) The review & inspection of site plans for compliance with adequate Fire Dept. access.

How to Apply for a Fire Permit (Fire Alarm & Suppression Permits)

Submit completed application along with 3 sets of plans and the application fee only. For important details click on [Fire Alarm & Detection Systems \(NFPA 72\)](#) or [Suppression Systems](#). Suppression Systems cover sprinklers, hoods, standpipes, fire pumps and chemical extinguishing systems. An application form for each individual dwelling, townhouse or business is required. You may mail or hand deliver your submission to our office at 30 N. Market Street, Frederick.

Review Process

Fire Permit reviews and Life Safety reviews on [building permits](#) are typically completed within 10 working days, however, this time frame is not guaranteed and is dependent on workload. Upon completion of the review; the approval or denial letter will be faxed to the customer. Fire permits will also state the amount due for the review & inspection fees.

The most referred to adopted codes and standards.

NFPA #101, Life Safety Code-2006

NFPA #1, Uniform Fire Code- 2006

International Building Code-2006 IBC

Annotated Code of Maryland- Title 29, Subtitle 06

Frederick Co. Residential Fire Sprinkler Ordinance 06-26-422

Fire Permit & Plans pickup

The balance of fees due must be paid at the County Treasurer's Office, 30 N. Market Street; between the hours of 8:00 to 3:30. [Fee Schedule](#) You will then be able to receive your permit and the approved plans from our office. Post your permit at the job site.

Inspections

Inspections are conducted after the issuance of the approved permit. Prior to scheduling an inspection verify that the address is posted at the job site. [Requirements For Posting Addresses](#).

To schedule inspections with our department call 301-600-3463. Schedule promptly, allowing for the possibility of up to 3 working days for the inspection to take place. Suppression and Fire Alarm permits must be finalized prior to the Life Safety final on the building permit. **The Life Safety Final inspection is required for Certificates of Occupancy.** The Office of Life Safety is a separate county agency from the Fire Marshal's office. Required periodic inspections after the receipt of the Certificate of Occupancy are conducted by the Frederick County Fire Marshal's office.

*General Information regarding
the Office of Life Safety for **NEW DWELLINGS.***

**Inspections are required by the Office of Life Safety for you
to receive your *Certificate of Occupancy.***

The Life Safety Final will be conducted by a Frederick County Life Safety Inspector and is a separate inspection from your Building Final. The following items will be inspected/tested at the time of the final inspection.

Address posted properly –

- Easily readable from the street, day or night. Numbers must contrast with background (gold/silver on white is **not** considered contrasting)
- Address numbers shall be Arabic numerals or alphabet letters. Numbers shall not be spelled out.
- Minimal size:
 - One- and Two-Family dwellings including Townhouses: 4 inches high (on front of building)
 - Multi-family structures: 6 inches high (on front of structure) and 2 ½ inches high individual unit numbers (display on, above or to the side of unit doorway)
- If the dwelling is more than 75 feet from the street or not visible from the street, then remote address signs shall be posted within 10 feet of the street and within 5 feet of either side of the driveway to the building and must be visible from either direction of travel along the main roadway. Remote address signs shall be at least 6 inches wide and 18 inches long, with 3 inch high reflective numbers.

Draft Stopping – provided in all unfinished areas to prevent smoke & heated gases from extending above adjacent ceilings & concealed spaces.

Smoke Alarms – that all are present, interconnected and functional

Carbon Monoxide Detectors/Alarms – that all are present as required and functional

Sprinkler Systems – tested with an approved final inspection.

A separate permit is required for sprinkler systems. The inspections should be called in by the installer/applicant of the Sprinkler Fire Suppression Permit.

INSPECTION PROCEDURES

To schedule your Life Safety Final. Call **301-600-3463**. Please have your Building Permit # ready when scheduling. Schedule promptly, allowing for the possibility of up to 3 working days for the inspection to take place.

General Information Regarding Sprinklers

SPRINKLER CONTRACTORS

The State Of Maryland establishes licensing requirements for persons who inspect, test, perform maintenance, install, repair, modify, or lay out fire sprinkler systems in any residential or

commercial building in Maryland. Licensing is conducted through the Maryland State Fire Marshal's office. This license is required prior to making a Sprinkler Fire Suppression Permit application in Frederick County. A list of Licensed Sprinkler Contractors, can be found on the State Fire Marshals webpage. www.firemarshal.state.md.us

SPRINKLER (SUPPRESSION SYSTEMS) PERMITS

Applications are accepted only from licensed installers for the sprinkler permit -AFTER the building permit is approved. The review of the plans & calculations are completed by the Office Of Life Safety, a department of Frederick County's Permits and Development Review. Information regarding fee schedules, applications & plan requirements can be found on our webpage.

SPRINKLER INSPECTIONS

Typical residential inspections include insulation, visual leak test and a final. The final ensures that sprinkler heads provide proper coverage, trim rings in place & heads free of damage, paint or other foreign substance. Booster pumps and pressure/flow switches (if applicable) are tested at the final inspection. Request for inspections must be made by the installer of the sprinkler system. The inspections are conducted by the Office Of Life Safety Inspector's. **The Final Inspection must pass for the dwelling to receive the Use & Occupancy Certificate.**

IMPORTANT NOTICE FOR APPLICANTS FOR BUILDING PERMITS FOR NEW SINGLE FAMILY OR TWO FAMILY DWELLINGS:

An Ordinance amending the Frederick County Fire Prevention Code was approved and adopted on July 20, 2006 by the Board of County Commissioners. The purpose of the Ordinance is the requirement of Residential Fire Sprinkler Systems for all new residential occupancies, including, but not limited to, one or two-family dwellings, modular dwellings, and mobile homes.

As of July 1, 2007, a Residential Fire Sprinkler System is required for all One or Two-Family Dwellings applied for.

The Fire Permit is applied for by the Sprinkler Contractor at the Office of Life Safety. An approved final inspection of the Residential Fire Sprinkler System is necessary for the issuance of the Certificate of Occupancy.

The Ordinance is not applicable to properties located within Frederick City or the Town of Mt. Airy.



DIVISION OF PERMITTING AND DEVELOPMENT REVIEW

Frederick County, Maryland

Office of Life Safety

30 N. Market Street • Frederick, Maryland 21701

PHONE (301) 600-3463 • FAX (301) 600-3464 • TTY: USE MD RELAY SERVICE

Revised 7/1/09

*General Information regarding the Office of Life Safety for **non-residential** permits.*

**Inspections are required by the Office of Life Safety for you
to receive your *Certificate of Occupancy*.**

The Life Safety Final will be conducted by a Frederick County Life Safety Inspector and is a separate inspection from your Building Final. The following items will be inspected/tested at the time of the pre-final/final inspection (if applicable):

- Emergency lighting, exit signs & means of egress
- Fire extinguisher type, locations & service date
- Emergency HVAC shutdown
- Fire protection, detection & suppression systems (sprinkler, fire alarm, hood systems)
- Notification systems
- Knox-Box
- Proper placarded sprinkler/fire alarm panel/ electric room
- Fire department connections with audible & visual device
- Building address posted properly
- Overall evaluation of Life Safety issues as they pertain to a respective occupancy and issues as indicated on the Life Safety Plan Review

Please review the approval comments from our office as found on your approved building permit and all comments from the Life Safety Plan Reviewer that you may have received under separate cover. Re-inspection fees start at \$55.00

The most referred to adopted codes and standards are:

- Article 38A, subsection 9, Annotated Code of Maryland
- IBC (International Building Code, Chapter 9, 2006 Edition w/ amendments)
- NFPA 101 (National Fire Protection Assoc.) Life Safety Code, 2006 Edition
- NFPA 1, The Uniform Fire Code, 2006 Edition
- NFPA 10, Standard for Portable Fire Extinguishers, 2006 Edition

The Property's numeric address must be clearly & conspicuously displayed & visible from the street prior to scheduling an inspection. Requirements for posting addresses can be found on our web page at www.co.frederick.md.us/ols.

To schedule your Life Safety Prefinal and Final Inspections, call 301-600-3463. Please have your Building Permit A/P# ready when you call for your inspections.

Separate permits are required for Fire Alarm & Detections Systems, Suppression Systems & Smoke Control Systems. Information needed for the submission of applications & detailed requirements can be found on the Frederick County Webpage at www.co.frederick.md.us/ols. Installers of sprinkler suppression systems must be licensed by the State of Maryland prior to applying to the county. An electrical permit (specific mention of fire alarm system) is required prior to applying for a fire alarm permit. These separate permits must have final inspections prior to your location receiving the Certificate of Occupancy.

KNOX BOX Rapid Entry System

Why a Knox Box:

Knox Box systems provide Frederick County Fire/Rescue personnel fast access to your property or place of business in an emergency when seconds can mean the difference between saving a life and or conserving property damage. The advantages of installing a Knox Box System are:

Standardized Countywide System. * Eliminates time delays in gaining access.
Eliminates the need for *forcible entry* * Conserves property damage * Maintains security of your property

Code Requirements: The State of Maryland Fire Prevention Code (COMAR 29.06.08) adopted the National Fire Protection Associations, NFPA-1, Uniformed Fire Code 2006 Edition as the State standard. The Uniform Fire Code states under sections 18.2.2.1 and 18.2.2.2 that the Authority Having Jurisdiction (AHJ), the Frederick County Fire Marshal has the authority to require an access box (es) to be installed in an accessible location to permit access to or within a structure or areas to include gated subdivisions and developments that are deemed difficult.

Choose your Knox Products:



3200 Series w/Hinged Door

- Holds up to 10 keys
- Holds credit card type access cards
- Can be connected to your security monitoring system
- Can be recessed mounted



Knox Padlock Model 3770 - Exterior All Conditions

- Secure gates
- Valves
- All weather conditions



4400 Vault Series w/Hinged Door

- Hold up to 50 keys
- Holds access cards
- Holds Floor Plans
- Can be connected to your security monitoring system
- Can be recess mounted

How to Purchase your Knox Product:

Follow these steps to purchase Knox products. Order on line by going to www.knoxbox.com.

1. Select Online Purchase and choose the product you wish to purchase.
 - a) Knox Box 3200 Series.
 - b) Knox Vaults 4400 Series.
 - c) Recessed Mounting Kits (RMK)
 - d) Pad Locks
2. Enter your zip code. Since your zip code begins with 217 your choices are going to be Hagerstown Fire Department or Frederick County Department of Fire and Rescue. Select "**Frederick County Department of Fire/Rescue**" from the list for any product being purchased for use in Frederick County, Maryland.
3. Select **BUY NOW**
4. Choose the option of ***Hinged Door*** under "Door Type"; and any other options you choose.
5. Complete the remaining information requested.

To speak to a Knox Co. representative about a specific product, you may contact them directly at 800-552-5669.

Where to install your Knox Box: Knox Boxes are *usually* installed at the main entrance of a structure or at the point where fire/rescue units will enter your property. When mounting your Knox Box, install it no higher than six (6) feet from the finished grade surface. An Inspector from the Office of Life Safety can assist you with determining the best location to mount your Knox Box. Once your box has been installed and you have scheduled your final inspection, label your keys with a permanent label and an inspector will install your keys at your final inspection.

SPECULATIVE SHELL/CORE BUILDING **SPRINKLER SYSTEM REQUIREMENTS**

For Speculative Shell/Core Buildings (see definitions), the sprinkler system shall be designed for the highest hazard and most demanding use allowed by the building permit or property zoning.

For occupancies allowing storage, the sprinkler system shall be designed for a Class IV non-encapsulated commodity with single or double row racks, eight-foot aisles and a minimum storage height of 20 feet (.495 gpm/sq. ft./2000 sq. ft.). If the structure does not allow for 20-foot storage, the density may be reduced in accordance with the provisions of NFPA #13. Height of storage shall be determined by using the elevation to the bottom of the highest structural joist, beam, girder or purlin.

For Light Hazard Occupancies (as defined by NFPA #13) the system may be designed and calculated for light hazard densities, however no reduction in the area of application shall be allowed for the use of quick response sprinklers for the base building system. Minimum sprinkler outlet size shall be 1”.

For Ordinary Hazard Occupancies (as defined by NFPA #13) the system may be designed and calculated for the applicable density, however no reduction in the area of application shall be allowed for the use of quick response sprinklers for the base building system. Minimum sprinkler outlet size shall be 1”.

Minimum safety factor for all base-building systems shall be 20%.

Any modifications due to tenant fit outs (see definitions) shall leave the existing base building upright system intact. Sprinklers installed in areas of the building with ceilings shall be supplied by separate feeds.

POSTING ADDRESSES

GENERAL REQUIREMENTS

The following requirements pertain to all new and existing buildings, structures or properties:

- Persons having ownership or custody of buildings are responsible for posting/maintaining address numbers per the Fire Prevention Code.
- The design, style, and shape of address numbers must render them easily readable from the street, day or night. **Numbers must contrast with background** (gold/silver on white is not contrasting) and be separate from the mailbox.
- Where conditions (shadows, overgrown vegetation, building location, etc.) adversely affect the legibility of numbers, larger numbers may be required.
- In some circumstances, addresses may be required to be posted adjacent to driveways, alleys, walkways, or other access ways.
- Addresses shall be temporarily **posted** for a structure under construction, **as soon as work commences on the property**. The numbers shall be permanently posted in accordance with the Code prior to the final building inspection.

SPECIFIC REQUIREMENTS

Primary address numerals/letters displayed on a building or structure **shall minimally be** clearly legible and conform to the following requirements:

⇒ **One- and Two-family dwellings**
4 inches high (front of structure)

⇒ **Multi-family residential structures**
6 inches high (front of structure)
2½ inches high (individual unit numbers – display on, above or to the side of unit doorway)

⇒ **Commercial/industrial properties**
8 inches high (front of structure)
6 inches high (rear access doors)
2½ inches high (interior tenant spaces such as malls, office buildings, etc.)

- Address numbers shall be Arabic numerals or alphabet letters. Numbers shall not be spelled out.
- Addresses shall be posted within 3 feet of the main entrance. If the structure is more than 75 feet from the street or not visible from the street, then remote address signs shall be posted within 10 feet

of the street and within 5 feet of either side of the driveway to the building, structure, or property and must be visible from either direction of travel along the main roadway. Remote address signs shall be at least 6-inches wide and 18-inches long, with 3-inch high reflective numbers.

- Where more than two structures are addressed on a road or driveway, each driveway shall be posted (with a directional arrow, if needed) with its own address number.
- Any one- or two-family dwelling residence that displays numbers designating the address prior to February 1, 2005 that are at least three inches high, shall comply with the size requirement of the Code as long as they remain in place.
- Where a structure/dwelling unit shares a common entry or driveway, numbers must designate the addresses in sequence.
- **Monumental Signage** – Non-residential properties shall have the address or address range incorporated into any new or modified monumental property signage. The numbers shall be no less than 6-inches high and visible from either direction of travel.
- The street name may be incorporated in the signage to further aid in premise identification.
- **Street Signs** – When a sign is replaced or a new sign installed, the owner, property manager or Home Owners Association (HOA) must cause the hundred block of the address to be displayed on each sign erected/maintained.